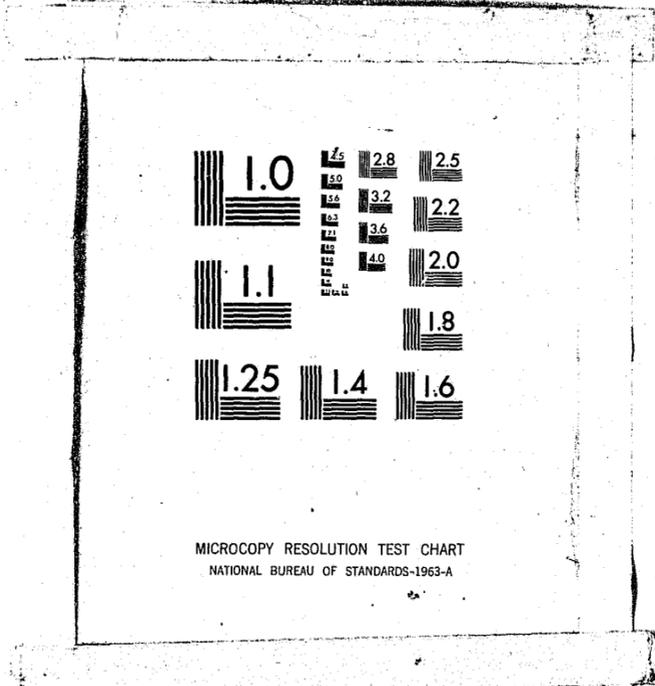


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LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Application Brief, Warrant Service System  
REPORT NUMBER: 76-15  
FOR: IEAA, Office of Regional Operations

NCJRS  
JUN 12 1980  
ACQUISITIONS

CONTRACTOR: Westinghouse Justice Institute  
CONSULTANT: Richard P. Grassie  
CONTRACT NUMBER: J-IEAA-003-76  
DATE: May 1976

U.S. Department of Justice  
National Institute of Justice

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## FOREWORD

This request for Technical Assistance was made by the Law Enforcement Assistance Administration. The requested assistance was concerned with developing a descriptive report on the Washington, DC Metropolitan Police Department's Warrant Service System to be used as a warrant service prototype for other police departments throughout the country.

Requesting Agency: LEAA, Office of Regional Operations,  
Mr. Robert O. Heck, Police Specialist

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v

## 1. INTRODUCTION

In August 1973, the Metropolitan Police Department, Washington, DC, in conjunction with the United States Attorney's Office, determined that there were approximately 7,000 outstanding warrants within the jurisdictional boundaries of the District of Columbia. The specific offense categories for which these warrants were issued ranged from felony arrest to traffic bench warrants. Although traffic bench warrants accounted for over one-half the total outstanding, it was, nevertheless, disconcerting to note that the remaining warrants to be served were in the felony and misdemeanor arrest categories.

As a result of this initial assessment, a major undertaking was launched to direct the efforts of responsible criminal justice agencies within the city toward the identification of those warrants that were in fact valid, and develop a viable system that would ensure their timely service. This report documents those efforts briefly and describes in detail the warrant processing system that was eventually developed through the efforts of Metropolitan Police Department personnel and representatives of various other criminal justice agencies throughout the city. The report was prepared with the hope that other criminal justice agencies similarly responsible for the handling, processing, and/or serving of warrants might benefit from the experience gained and expertise developed by all those involved in the Washington, DC, Warrant Service Project.

During the course of his onsite visit, the Consultant met with the following personnel:

- Deputy Chief Robert L. Robe, Commander, Special Operations Division, Metropolitan Police Department, Washington, DC.
- Captain Bryant A. Hopkins, Commander, Tactical Branch, Special Operations Division, Metropolitan Police Department, Washington, DC.
- Lieutenant James P. Gannon, Criminal Warrant Section, Tactical Branch, Special Operations Division, Metropolitan Police Department, Washington, DC.
- Three Sergeants and eleven officers assigned to the Criminal Warrant Section.
- Warrant Clerks, Tactical Branch, Special Operations Division, and, Central Records Division, Administrative Services Bureau, Metropolitan Police Department, Washington, DC.

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● Department representatives from the following divisional areas:

- Central Records Division
- Fugitive Squad, Criminal Investigations Division.
- Communications Division.

2. NATURE OF WARRANT SERVICE

Law enforcement agencies perform many functions, the vast majority of which are in the area of miscellaneous calls for service. Yet, by the very designation of law enforcement agencies, they are legitimately called upon to perform an irreducible number of services concerned with the entry of suspected offenders into the criminal justice system. Historically, the primary means of initiating a criminal process was by arrest, the actual physical apprehension, and interim incarceration of a suspect to await the pleasure of a court.

The developments of professional police and legal reform over the years have brought modifications to the arrest process in the form of citations, summonses, and notices from an authorized magistrate to appear for hearings. Fundamentally, these are substitutes for the process of arrest and have served to relieve law enforcement agencies of the burdensome task of apprehending individuals wanted for minor infractions of the law. Nevertheless, the offender who is charged with a major crime or who has failed to appear as directed by citation or summons will be the subject of an order to some authorized officer or agency to make an arrest. The procedure that the officer or agency has been directed to effect is known as the serving of a warrant. These orders, indictment warrants, capiases, or whatever they may be called locally, are usually directed to the police and compel them to make diligent efforts to seek out and apprehend the individuals named therein.

The volume of criminal cases generates a proportional number of these writs; and the proper handling, accounting for, and servicing of them is an increasing problem for most police agencies, especially those faced with a high volume of warrants awaiting service.

In 1973, officials of the Metropolitan Police Department became increasingly concerned with the Department's relatively poor apprehension rate of suspects named in felony arrest warrants. Subsequently, an initial investigation of the warrant service problem revealed that approximately 7,000 warrants of varying degrees of severity were outstanding and awaiting service in the Washington area. Of this total, nearly 2,000 represented warrants outstanding for suspects charged with a felony. This meant that nearly 2,000 offenders charged with serious crimes were in limbo, free from prosecution due to a failure to complete an essential procedural step in the process of paperwork. So long as a warrant remains unserved, the offender named therein cannot be brought to trial, and the interest of the criminal justice system and ultimately the general interest of the people are frustrated. Meanwhile, witnesses lose interest or move away, investigating officers retire or are transferred to a new assignment, and the prospects for successful prosecution are diminished.

## 2.1 Scope of Arrest Warrant Service

The timely service of an arrest warrant is an essential step in the processing of a criminal case. The inability of law enforcement agencies to serve an arrest warrant results in undue delays in the courts and often subjects the judicial system to unnecessary criticism for a failure to move swiftly in the face of an ever-growing number of serious offenses. Furthermore, as increasing numbers of offenses are committed by recidivists, the public becomes irritated and distressed by news that a suspect currently facing charges on one offense has been previously sought by the police for an often identical or similar offense in the same jurisdiction. The fact that the second offense might have been avoided through the timely service of the arrest warrant for the first offense can only result in a negative impression of the local police and, ultimately, the deterioration of general perceptions of law enforcement agency effectiveness.

As serious crime continues to increase annually at an alarming rate, the police necessarily have to make an appeal for support from the general public. The slightest weakening of public support and confidence in the ability of the police to apprehend offenders can only result in making the police mission that much more difficult to perform.

## 2.2 Purpose of a Warrant Service Section

A warrant service section can serve a police department in four important ways:

- It can facilitate the speedy apprehension of suspects whom other departmental elements have been unable to locate.
- It can reduce and maintain at an acceptable volume level of outstanding warrants on file.
- It can develop and maintain close liaison with and among other department field service elements, central records, courts, and other outside enforcement agencies that have a similar interest in serving arrest warrants.
- Through its field investigations into the whereabouts of offenders, it can develop invaluable intelligence on known offenders and associates within the police department's jurisdiction.

## 2.3 Use of Warrant Service Documentation

This report is intended for the use of law enforcement administrators in establishing a warrant service section, evaluating current warrant

service operations, or in expanding and improving current warrant service efforts. Findings, procedures, and techniques documented in this report are based upon the results of intensive observations of a highly successful warrant service operation in a major metropolitan police department. Areas to be considered in this report are the Washington, DC, warrant service experience, organization of a warrant service section, a description of the Metropolitan Police Department (MPD) warrant service system, and a detailed accounting of criminal warrant section procedures for the handling and serving of criminal arrest warrants.

For the purposes of this report, the warrant service function (See Table 2-1) is considered without detailed regard to the judicial processing of warrants. However, the report does focus upon the role played by the courts in generating, processing, and reviewing arrest warrants in conjunction with the local police department. The system described herein is one that has operated over a period of time with great success. Nevertheless, the procedures and operations described are not an exhaustive catalogue of feasible solutions to the problem of arrest warrant service, nor are they all necessary in each and every department. Each agency will need to design a system that satisfies its individual requirements in its particular situation. The reader will find general principles and guidelines to follow in the Metropolitan Police Department model.

## 2.4 Warrant Service Development

All police agencies must make some efforts to manage the warrant services function. Even those agencies too small or too inactive to generate warrants of their own find themselves in receipt of warrants from other agencies to be served in their own jurisdictions.

The arrangements for handling this burden vary from manual files of actual warrants kept on the communications desk of a small town police agency to the sophisticated computer systems, which provide instant, visual retrieval of a single warrant and all background information from among a file of 8,000 to 10,000 warrants. No matter how well indexed the actual storage of warrants might be, their service (or lack of) commonly suffers from certain general problems, as discussed individually below.

- The constant accretions to the files mean only the most recent additions are subject to service or attempted service.
- Lack of suspense dating means that warrants years out of active status remain on file, occupying space, and, occasionally by coincidence, cause the arrest of a person or suspect who may be no longer wanted or who has been purged of the contempt for the default.

TABLE 2-1

The Warrant Service Function

Department Element	Primary Activity	Warrant Service Activity
Patrol Division	<ul style="list-style-type: none"> <li>- Patrols District</li> <li>- Initial response to calls for service</li> <li>- Primary contact with public</li> <li>- On-scene arrest of offenders, known defaulters, etc., leading to court action.</li> </ul>	<ul style="list-style-type: none"> <li>- As a result of field contact with offender, can arrest based upon knowledge of a warrant outstanding.</li> </ul>
Traffic Division	<ul style="list-style-type: none"> <li>- Issues Motor Vehicle citations for moving violations*</li> <li>- Issues Parking citations+ (* , + Default leads to issuance of traffic bench warrant.)</li> </ul>	<ul style="list-style-type: none"> <li>- Some defaulters and wanted persons arrested as a result of traffic stop.</li> </ul>
Criminal Investigation Division	<ul style="list-style-type: none"> <li>- Investigates all major crimes.</li> <li>- Obtains arrest warrant based upon investigation</li> </ul>	<ul style="list-style-type: none"> <li>- Initially attempts to serve arrest warrant in most cases.</li> <li>- Provides criminal warrant section with information concerning offender's background, known associates, and possible whereabouts.</li> </ul>
Central Records	<ul style="list-style-type: none"> <li>- Maintains records of all arrests</li> <li>- Retains copy of field reports for file.</li> <li>- Maintains central file of known offenders</li> </ul>	<ul style="list-style-type: none"> <li>- Provides investigative background material to criminal warrant section.</li> <li>- Controls entry and purging of criminal warrant information in computer.</li> <li>- Maintains up-to-date files on outstanding warrants.</li> <li>- Initiates warrant review process.</li> </ul>
Criminal Warrant Section	<ul style="list-style-type: none"> <li>- Service of outstanding warrants</li> <li>- Service of bench warrants</li> </ul>	<ul style="list-style-type: none"> <li>- Returns unserved warrants to central records for file.</li> <li>- Coordinates warrant service activity with other agencies.</li> <li>- Notifies Fugitive Unit upon learning that offender has fled jurisdiction</li> </ul>

- Failure to re-serve warrants on file means that violators not apprehended immediately are effectively freed from the threat of entry into the criminal justice system and are freed from the liability of the offense.
- Lack of prosecution on those cases reported to the police lessens public confidence in the police and the entire system of justice.

In contrast, an effective warrant service operation such as Washington's is characterized by the following:

- Efficient control of warrant file information.
- Accurate location of warrants pending service including warrant status and previous attempts at service.
- Timely review of warrants for prosecutability.
- Adequate suspense dating to assure recurring efforts to serve active warrants.
- Use of specialists to effect service of warrants where field units have been unable to make apprehension.
- Timely return of served, unserveable, and out-of-date warrants to issuing authorities.

### 3. BACKGROUND -- THE METROPOLITAN POLICE DEPARTMENT EXPERIENCE

#### 3.1 Warrant Problem Identified

During the late summer months of 1973, officials of the Metropolitan Police Department became concerned with the Department's relatively poor apprehension rate of individuals named in felony arrest warrants. The warrant service problem was initially identified with the assistance of the area's new computer system known as the Washington Area Law Enforcement System (WALEs). The computer system was implemented in August 1973 to provide the Department with complete tabulations of all its outstanding warrants.

Initial tabulations of the outstanding warrants indicated that there were nearly 7,000 separate arrest warrants awaiting service. This figure included warrants for particular offenses ranging from felony and misdemeanor arrest to traffic bench warrants, which accounted for over half the total. What concerned Department officials the most was the relatively large number of felony arrest warrants awaiting service by police personnel.

Prior to August 1973, the Department had organized a Criminal Warrant Squad within the Tactical Branch, Special Operations Division. The Warrant Squad's primary mission was to assist other Department divisions, especially the Criminal Investigations Division, in locating and arresting suspects named in felony arrest warrants. The squad consisted of 1 sergeant, 4 two-man teams, and 2 clerks for a total complement of 11 men. Each of the 4 two-man teams was periodically assigned felony arrest warrants for service within the Washington city limits. Upon receiving an assignment, each team was responsible for conducting a thorough investigation to determine the whereabouts of the individual named in the warrant and subsequently make the arrest. Once in custody, the suspect was immediately booked at the nearest district station and eventually turned over to the MPD detective or other sworn member who had originated the affidavit in support of issuing the arrest warrant.

In September and October, 1973, Metropolitan Police Department officials, concerned with the large amount of warrants awaiting service, initiated a 4-week effort to increase the number of felony arrests for outstanding warrants. A total of 16 additional patrol officers plus 2 sergeants were temporarily reassigned from within the Tactical Branch, SOD, to the Warrant Squad. This brought the number of available teams for warrant service deployment up to 12; each of the 3 sergeants was responsible for supervising four teams. At the end of the 5 weeks, it was determined that the magnitude of the warrant service problem was much greater than originally estimated. Although the number of teams available for warrant service deployment had tripled, there was no appreciable increase in the arrest rate. Consequently, the additional 16 officers and 2 sergeants were sent back to their original units while Department officials concentrated their efforts to resolve the warrant service problem in another direction.

Even though the 5-week effort failed to show an increase in felony warrant arrests, it did indicate to responsible officials that there were three main problem areas with the service of arrest warrants and operation of the Warrant Squad that required attention.

- It was determined that the Warrant Squad had previously operated without the benefit of clearly defined goals and objectives. There was no limit to the amount of time a team could spend on warrant service investigations. As a result, some of the teams were averaging as much as 50 to 60 hours per investigation while achieving only marginal success in locating the suspect and making an arrest. In addition to being unproductive, the Warrant Squad also suffered from a lack of internal unit organization. Teams often crossed paths during the course of investigations. Even efforts within the teams themselves were duplicated. In addition, the Warrant Squad did not have an in-house policy for distribution of the warrant service workload among the teams. Finally, no team had devised a workable, systematic approach to warrant service investigations.
- The majority of personnel assigned to the squad were insufficiently trained for the specialized mission at hand and were generally lacking in the inherent abilities required for conducting short-term, intensive fugitive investigations. The particular nature of the warrant service investigation demanded that officers painstakingly search for and follow through on all investigative leads that might indicate either a possible address where the fugitive might be located or some other person, possibly a friend or relative, who might provide worthwhile information. Since the selection of officers for assignment to the squad was accomplished with little or no regard for any previously demonstrated ability to conduct specialized operations, the overall warrant service effort was adversely affected.
- The Department had previously operated without the benefit of a clearly written policy establishing procedures that police personnel could follow for obtaining, reviewing, serving, and filing of arrest warrants. The lack of a clearly defined Department policy for the handling and processing of arrest warrants had an obviously negative effect on Warrant

Squad operations. Quite often, Warrant Squad personnel would devote considerable amounts of time to locating a fugitive and would determine, after completing the arrest, that the warrant was no longer valid because either the complaint had been withdrawn or the complainant or witness was not available or unwilling to pursue prosecution.

After identifying the major shortcomings of the Department's warrant service operations, officials began a reorganization of the unit in November 1973 and directed the squad to undergo a complete change in personnel. One sergeant from the Tactical Branch who had demonstrated an interest and genuine ability in warrant service operations during the 5-week trial period was placed in charge of the unit. He immediately set out to hand pick personnel from within the Tactical Branch to form four teams. Unlike their predecessors, new Warrant Section personnel were recruited for assignment to the unit because they had previously demonstrated an ability to conduct special investigations required of warrant service officers, were self-motivated, were able to work with a minimum of supervision, and had proven their ability and willingness to work comfortably in a team-oriented milieu.

### 3.2. Warrant Service Pilot Project

During November 1973, the new Warrant Squad began a pilot project to evaluate the approximately 300 robbery arrest warrants that the computer had previously indicated were valid for service. At the conclusion of the review, it was discovered that an unusually large percentage of officers' time was being lost in attempts to serve warrants that had already been either served, withdrawn, or quashed. Over one-third of the approximately 300 robbery arrest warrants that were received were determined to be invalid for service.

In an effort to avoid legal complications that would result from arresting a person based upon an invalid warrant, the two clerks assigned to the Warrant Squad were instructed to verify all warrants prior to their distribution to the four teams for service. In addition, each team was directed to check with a warrant clerk to determine the validity of a warrant immediately prior to service.

While efforts to verify warrants prior to service continued, the sergeant in charge of the unit began a review of the entire warrant service system to identify problem areas. His investigation determined that there was virtually no system operating between the Metropolitan Police Department and the courts that would ensure proper warrant control, review, or filing by responsible personnel. In fact, he discovered that three separate DC agencies were responsible for entering warrant information into WALES: the Assistant US Attorney at DC District Court, the Assistant US Attorney at DC Superior Court, and the Metropolitan Police Department. There was

some interagency coordination being accomplished; however, each of the three agencies was basically individually responsible for controlling arrest warrants in their possession.

As a result of the warrant section officer's review of the entire warrant service operation, certain major system modifications were recommended and implemented in January 1974, which placed substantial limitations on the handling of warrant information input into WALES.

- The warrant clerk within the DC Superior Court was given the responsibility for entering and removing from WALES all warrant information originating from that agency. Additionally, every arrest warrant issued by the court was entered daily into the computer system by the Superior Court warrant clerk. Under the old system, originals of arrest warrants by the initiating officer for distribution to certain field elements for service. Once a warrant arrest was made, all holders of arrest warrant copies had to be advised that the warrant was no longer active. To avoid these complications, the DC Superior Court was charged with the responsibility of storing all original warrants issued by that agency.
- The Office of the Assistant US Attorney was relieved of the responsibility for entering and purging arrest warrant information in WALES. Thereafter, all original arrest warrants issued by the US District Court were forwarded to the US Marshall's Office for storage. A typed list of all warrants, issued daily by the US District Court, is forwarded to the Central Records warrant clerk by the US Marshall's Office at the close of business each working day.
- The Central Records warrant clerk was to handle input and purging of arrest warrant information originating from the US District Court. In addition, the Central Records warrant clerk was to receive and process into the system all arrest warrant information from other outside agencies such as the DC Department of Corrections and US Parole Board.

Minor system adjustments continued to be implemented throughout the year. As the system for processing warrants became more responsive to the needs of the Criminal Warrant Section, arrests began to increase. In addition, as volume of arrests increased steadily, the number of hours per warrant service investigation decreased gradually. The warrant

service teams in 1973 were averaging as much as 50 hours of investigative time for every arrest and throughout 1974 they averaged 31.19 hours per arrest.

An additional team was added to the Criminal Warrant Section in March 1974, bringing the total complement of officers to 1 sergeant, 10 officers, and 1 clerk. From March 1974 to April 1975, the Criminal Warrant Section worked diligently to increase arrests and decrease the average number of investigative hours required to serve a warrant.

### 3.3 Felony Bench Warrant Project

In April 1975, the Chief of the Metropolitan Police Department and the US Attorney joined forces in an effort to resolve a continuing problem with the service of felony bench warrants.

At that time, there were over 500 felony bench warrants in force for fugitives within Washington. Because the manpower resources available to the US Attorney were insufficient to undertake a major warrant service effort, an additional 16 officers and 2 sergeants were added to the Criminal Warrant Section. The unit thereafter was referred to as the Warrant Platoon, which consisted then of one acting lieutenant, 3 sergeants, 24 officers (12 teams), and 1 clerk.

The additional officers assigned to the Warrant Platoon were assigned to work strictly on the service of felony bench warrants originating from the US District Court. Of the 500 felony bench warrants in force, 338 were assigned to the Platoon for service only after each case had been reviewed by an Assistant US Attorney for prosecutability. In addition, a "Ten Most Wanted List" of bench warrant felons was prepared by the MPD in conjunction with the office of the US Attorney. The list was circulated to a number of law enforcement agencies in the Washington area and served to generate interagency cooperation with the Felony Bench Warrant Program. An example of the Ten Most Wanted List is provided in Appendix B.

This project ran for six months and ended in November 1975. At the end of the project period, the Warrant Platoon had achieved a 68 percent success rate by arresting 172 felons and clearing 60 of the felony bench warrants from the computer. The success of the project resulted in the following two changes within the Warrant Platoon and the MPD:

- The Warrant Platoon assumed primary responsibility for serving arrest warrants in Washington.
- The Metropolitan Police Department issued a new general order governing MPD policy and procedures for obtaining, reviewing, serving, and filing of arrest and bench warrants. A copy of this general order may be found at Appendix D.

In December 1975, the Warrant Platoon received an additional seven officers. This brought the unit up to its present level of 1 lieutenant, 4 sergeants, 32 officers, and 1 civilian clerk. The present organization of the Warrant Platoon and its place in the structure of the Metropolitan Police Department is detailed in section 3.4.

### 3.4 Volume of Warrants

As of March 1, 1976, there was a total of 6,694 warrants outstanding in Washington, DC. Table 3-1 shows the distribution of various categories of warrants outstanding as of March 1, 1976. The difference between the total presented in Table 3-1 and the overall total warrants outstanding is accounted for by an additional 3,887 Traffic Bench Warrants. At the present time, the Warrant Platoon does not have MPD responsibility for servicing Traffic Bench Warrants, although there is a distinct possibility that the unit might be charged with the additional responsibility in the near future.

TABLE 3-1

Warrants Outstanding -- Washington, DC  
as of March 1, 1976

<u>Type</u>	<u>Number</u>
Parole Violation Warrants	174
Felony Arrest Warrants	750
Misdemeanor Arrest Warrants	196
Felony Bench Warrants	623
Misdemeanor Bench Warrants	963
Fugitive Warrants	101
Total	2,807

To gain an appreciation for the flow of warrants through the Criminal Warrant Section, the following information for January and February 1976 is provided:

- As of January 1, 1976, the Warrant Platoon held 173 warrants for service.
- During the month of January, 623 additional warrants were received by the Platoon.
- During the month of February, 581 additional warrants were received by the Platoon.
- Therefore, in two months, the Warrant Platoon was responsible for service of 1,377 warrants.
- At the end of February, the Warrant Platoon held 396 warrants for service.
- Consequently, in two months, 981 warrants were handled by the Platoon through either service, clearing of invalid warrants from the computer, or return of unserved warrants to Central Records.

A further breakdown of the distribution flow of warrants for January and February 1976, is shown in Table 3-2.

TABLE 3-2

Warrant Flow  
January/February, 1976

	<u>January</u>	<u>February</u>
Total First of Month	173	303
Total End of Month	303	396
Total Received	623	581
Total Sent Back	478	476
Cleared/Served	8/7	9/3

Based upon a 60-day recycling program of unserved warrants, an average of approximately 70 warrants are received by the Warrant Platoon per day. When divided by the 16 teams, this results in an average of 4.375 new warrants per team per day.

#### 4. ORGANIZATION FOR WARRANT SERVICE

##### 4.1 Unit Organization

The Metropolitan Police Department Criminal Warrant Section operates within the Tactical Branch, Special Operations Division. The Tactical Branch also includes other specialized operation units such as the Tactical Patrol Section, Canine and Explosive Ordnance Detection Section, and the Administrative Section. The Tactical Branch is one of four separate field units assigned to the Special Operation Division (SOD). The other three units are the Helicopter Branch, Administrative Branch, and the Special Details Branch.

The Tactical Branch, SOD, is commanded by a captain and, as of March 20, 1976, had 114 officers assigned. The majority of these officers are distributed among three platoons in the Patrol Section. Based upon information gathered by a crime analyst assigned to the Tactical Branch, Patrol Section officers are deployed to selected areas of the city to perform directed patrol activities in high target crime areas.

The Criminal Warrant Section is commanded by a lieutenant and has the following primary responsibilities as a Tactical Branch unit:

- Service of Criminal Arrest Warrants and Felony Bench Warrants within the city.
- Barricaded Criminals -- All officers in the Criminal Warrant Section are trained in the handling of barricaded criminal situations. Since they are normally deployed on a citywide basis serving warrants and because of their accumulated expertise and training in apprehending fugitives, the section has additionally been designated as the specialized unit to direct barricaded criminal operations.
- Civil Disturbances -- The section is also trained in civil disturbance tactics and is designated as an augmentation force to the Special Events Section, SOD, for the handling of large crowds and demonstrations.
- Special Detail Supplement -- The Special Details Branch, SOD, has primary police responsibility for the protection of foreign dignitaries and heads of state in the Washington area. The Criminal Warrant Section provides additional police manpower for temporary assignment to the Special Details Branch for this purpose.

The Criminal Warrant Section has a total of 38 personnel assigned (see Table 4-1). The section consists of four squads, each with eight officers and one sergeant. Each squad is further broken down into 4 two-man teams.

TABLE 4-1

Criminal Warrants Section Personnel

<u>Rank</u>	<u>No. Assigned</u>
Lieutenant	1
Sergeants	4
Police Officers (male)	30
Police Officers (female)	2
Civilian Warrant Clerk	1
Total	38

Figures 4-1 through 4-3 depict the organizational structures involved in Warrant Service activities. Figure 4-1 presents the overall structure of the Metropolitan Police Department. Figure 4-2 shows the organizational structure of the Special Operations Division. Figure 4-3 illustrates the internal organization and manpower distribution of the Criminal Warrant Section.

4.2 Policy Implications

Within the general organization and administration of a police agency, the organization and operation of any specialized functional unit raises questions of policy that must be considered and resolved. The Warrant Service function is no exception; indeed, the magnitude of the problem as well as the essential place it occupies in the judicial system brings these questions to the fore:

- Centralization versus decentralization.
- Location in the organizational structure.
- Liaison with other departmental elements.
- Recordkeeping and administrative arrangements.

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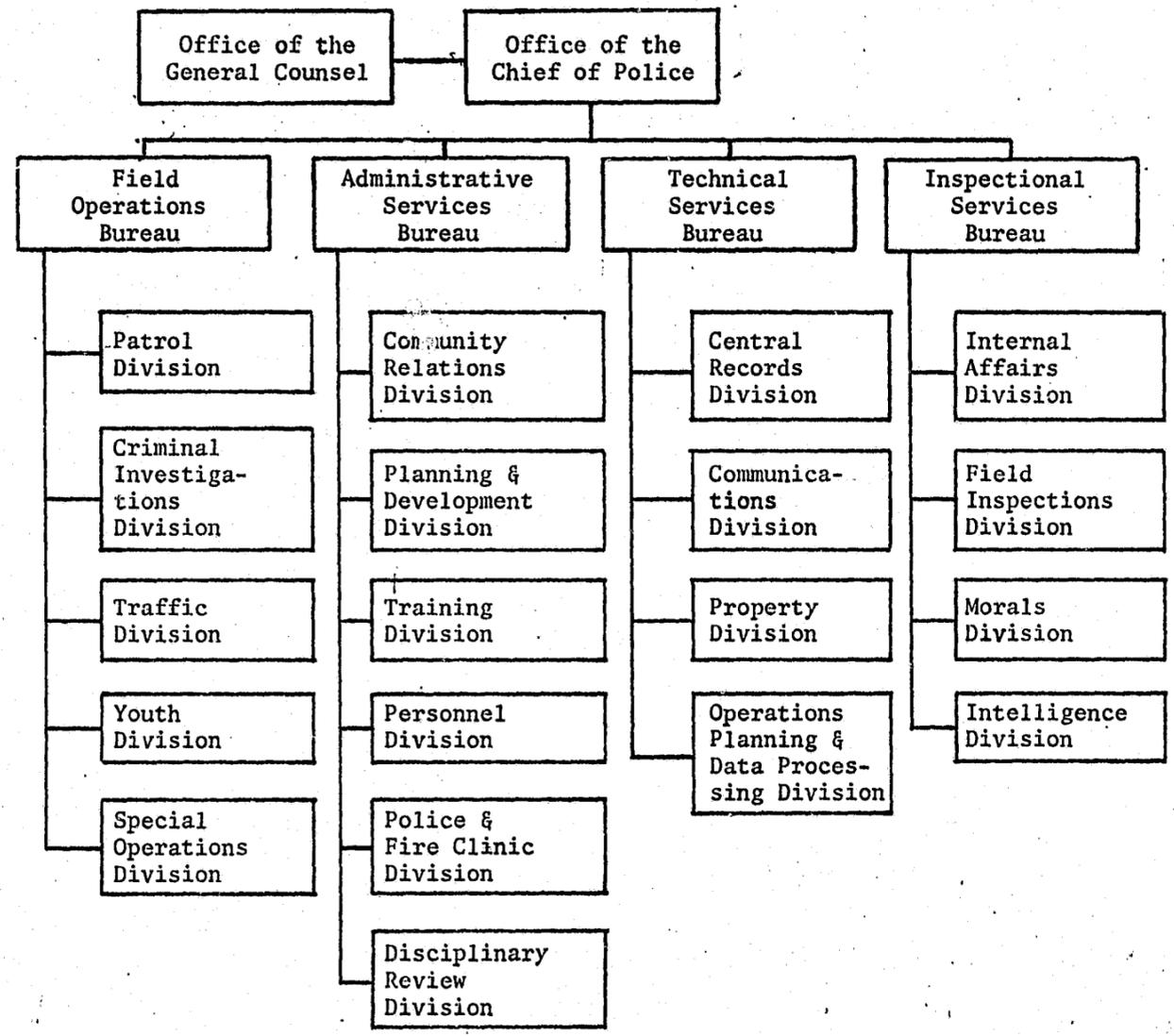
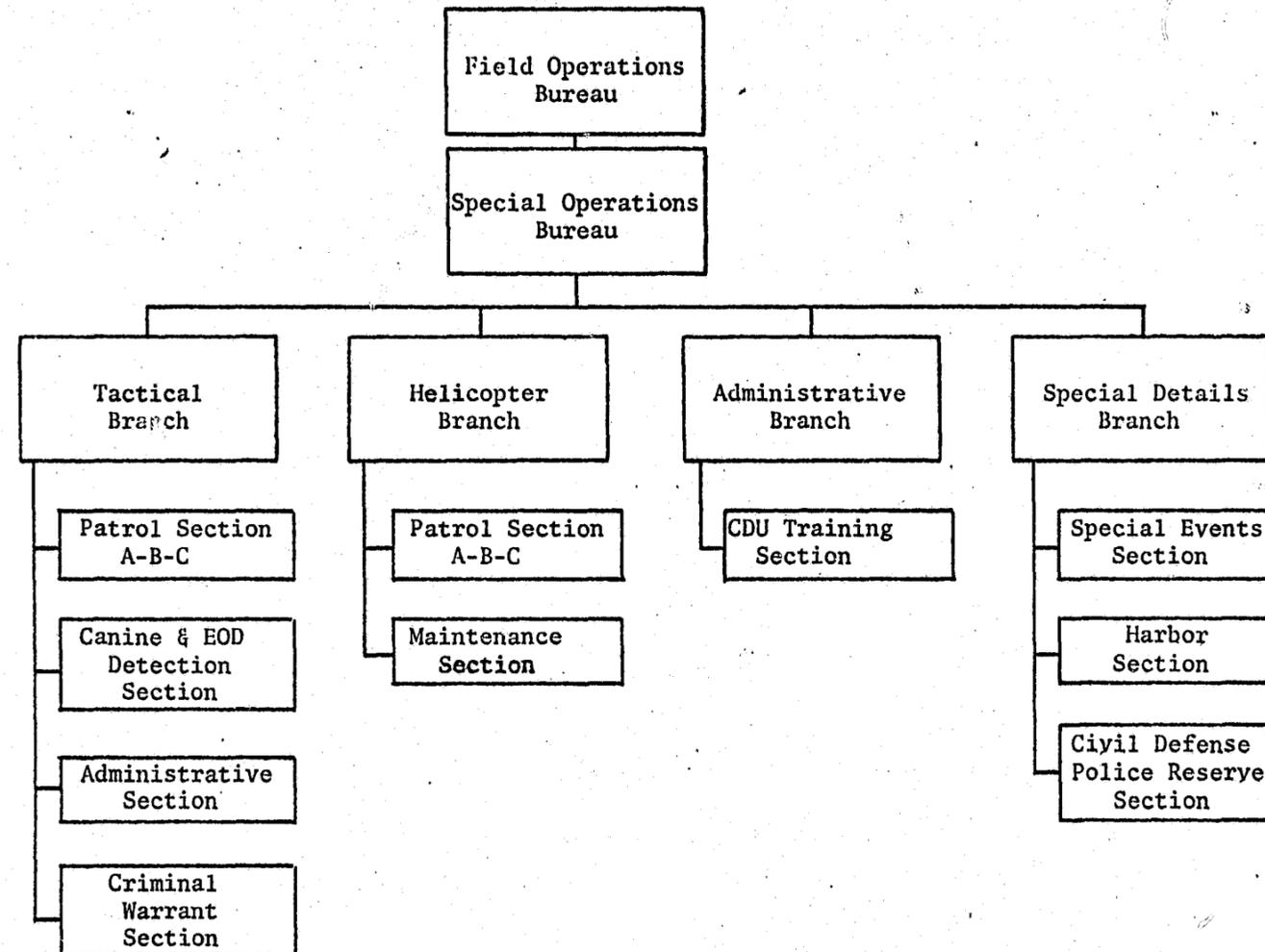


Figure 4-1. Metropolitan Police Department Organization



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Figure 4-2. Metropolitan Police Department -- Special Operations Division Organization.

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4-5

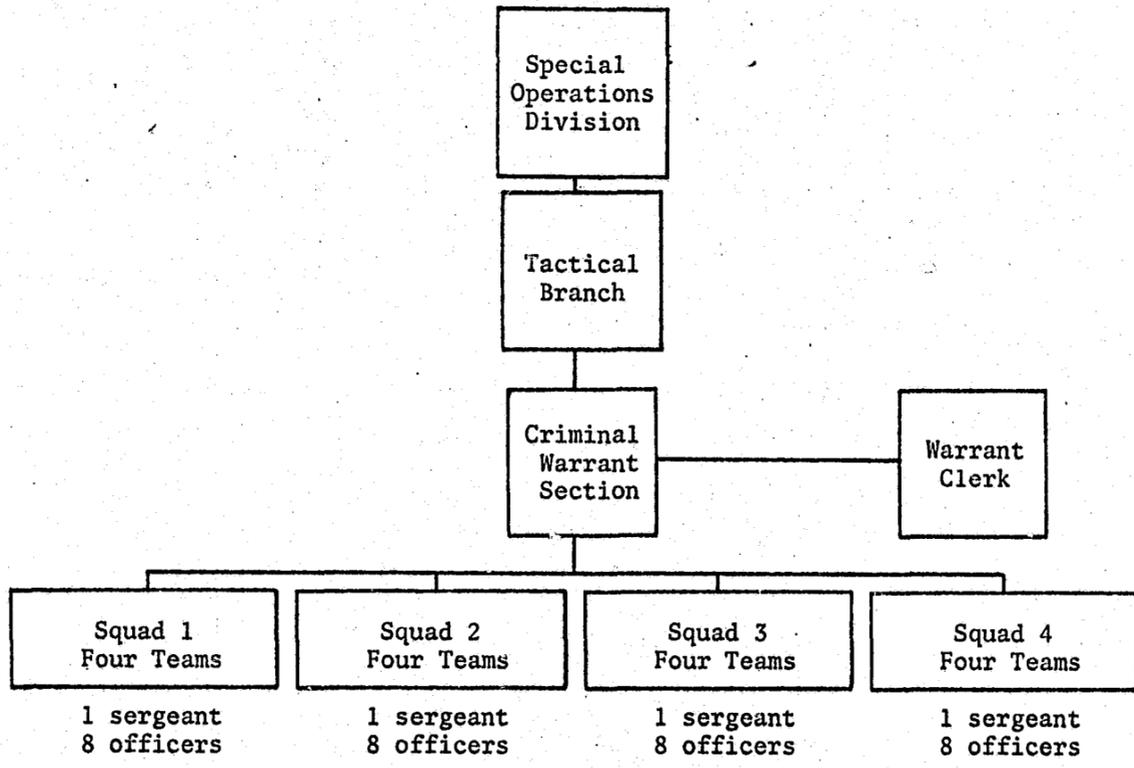


Figure 4-3. Metropolitan Police Department -- Criminal Warrant Section Organization

Certain specialized functions are so intimately related to field police operations that their separation is difficult; the investigative function is a good example. The result is that in many departments the requirements for decentralization are satisfied by precinct-level operations, while the need for a centralized force is met by another, duplicated operation. The problems of coordination and redundancy caused by this type of organizational planning ought to be avoided at all costs. Warrant service is another such area in which the use of field elements as first impression service units could easily lead to formal, decentralized warrant service operations.

On the other hand, warrant service involves so much liaison with other departments and other departmental units as well as requiring extensive central administrative support, that a department might well conclude a central independent unit to be the only answer. Both approaches have advantages and disadvantages; the policy issue to be resolved is which trade-offs to accept and which to give up. This choice led Washington to a centralized service unit, preempting precinct or divisional efforts after the initial attempts at service. This decision will face each administrator contemplating similar operation.

Another classic dilemma confronting the police administrator is the proper place for such a unit within the organizational structure of the department. As a unit going out into the street to apprehend wanted persons, often using the services of field elements, this might seem to require a firm place in the field services structure. On the other hand, as a highly specialized function, dealing with complex and sensitive problems common to several divisions within the department, a place under the administrative services head might seem appropriate. Washington chose to make the warrant services function a separate section within the Special Operations Division, an element of the Field Operations Bureau.

Such an operation will inevitably entail considerable contact, communication and liaison with other units of the department, the administration of the department, and with outside agencies. For a department organized to pass all communications up to the top and out from there to other agencies, or down from there to recipient units, as does the typical police department, a conscious and committed decision is required to allow considerable freedom of liaison to the unit commander. This commitment will require the full acceptance and support of the immediate commander to whom such a unit is entrusted, as well as of the chief executive of the agency.

Arrangements must be made for operational records on unit personnel, assignments, and performance; for recording and administering the writs and processes to be served; and for providing a means of evaluating the unit's progress, efficiency, and productivity. The means Washington developed to meet these requirements are detailed in section 5.

## 5. WARRANT SERVICE SYSTEM

### 5.1 Agencies Involved in Warrant Service

#### 5.1.1 The Metropolitan Police Department

The majority of all criminal arrest warrants issued by the Courts in Washington, DC, emanate from the Criminal Investigation Division, Metropolitan Police Department. Once a suspect has been identified and there is sufficient probable cause to believe that the person has committed a crime, detectives will prepare an Affidavit in Support of An Arrest Warrant (see Appendix E), which contains the following information:

- Defendant's name.
- Defendant's description.
- Defendant's home and work addresses, and telephone numbers.
- Complainant's name.
- Complainant's home and work addresses, and telephone numbers.
- Location of offense.
- Date and time of offense.
- Brief description of what happened.
- Witnesses names and addresses.

The Affidavit is then taken to the Office of the US Attorney in the court having jurisdiction over the offense. In the case of a violation of the Washington, DC, Criminal Code, the Affidavit would be taken to an Assistant US Attorney in the Superior Court of the District of Columbia. Affidavits alleging violation of the Federal Criminal Code are brought to the Assistant US Attorney in US District Court.

The officer preparing the Affidavit then meets with the Assistant US Attorney and explains why an arrest warrant should be issued in the defendant's name. If the Assistant US Attorney concurs with the officer, the Affidavit is presented to a clerk for approval and issuance of the arrest warrant.

There are basically three types of involvement in the processing of warrants by the Metropolitan Police Department. As the municipal police department for the city of Washington, the 6,000 officers of the Metropolitan Police Department are responsible for all local law enforcement

functions within the 60 square miles of the District of Columbia, except within the areas and Federal agencies controlled by Federal police units such as the Executive Protection Service and the Park Police.

Most of the Department's actual law enforcement functions are performed under the authority of the District of Columbia Code, which is analogous to a State legal code. However, the District of Columbia Code is promulgated by the US Congress, as are the MPD regulations and policies. Finally, the MPD also performs certain law enforcement functions that come under the authority of the United States Code. The reason for this is that the District of Columbia is a Federal Criminal Code.

The first and most common warrant service function performed by MPD officers is the application for an arrest warrant under either the provisions of the DC Code or the US Code. The procedures followed by MPD officers in seeking an arrest warrant are exactly the same as would be followed by other investigating and arresting officers in other city police departments. The arrest warrant thus obtained is initially the responsibility of the arresting or investigating officer, who attempts to serve the warrant within the 15-day suspense period established for return of unserved warrants.

The second type of involvement is that of the Criminal Warrant Section (CWS), which handles all bench warrants except those emanating from the office of the District of Columbia Corporation Counsel and Traffic Bench Warrants. The bench warrants directly issued to the CWS are theirs for initial service attempt. Similarly, warrants that investigating officers and field elements have been unable to serve within the 15-day service suspension period are returned to Central Records where the unserved warrants are immediately forwarded to the CWS for a second attempt at service. The CWS also has 15 days to serve the warrant; if unable to be served, the warrant is returned to Central Records for filing.

Finally, jurisdictions from the States contact either the CWS or the Fugitive Squad within the Criminal Investigations Division for assistance in locating a suspect in the District of Columbia. In these cases, the CWS notifies the Fugitive Squad, which applies to the US Attorney for a Fugitive Warrant. In many cases, CWS personnel assist the Fugitive Squad in locating suspects within the District of Columbia.

Prior to the inception of the Criminal Warrant Section and the centralized warrant service functions within the MPD arrest warrants that field units were initially unable to serve tended to remain in the files. Review of arrest warrants was sporadic, if at all, and there was no organized attempt to service the warrant a second or third time. The warrant service system eventually developed (described herein) eliminated most of the problems associated with the internal handling and control of

warrants within the Metropolitan Police Department. Generally, the new system caused all warrant information to be channeled through one division, Central Records; and it established review and handling procedures for all police personnel involved in the service of arrest warrants.

#### 5.1.2 The Courts

There are two courts in the District of Columbia from which arrest warrants for service by the MPD may be issued. Both are Federal courts.

- DC Superior Court -- The Superior Court of the District of Columbia has jurisdiction over offenses arising from the DC Code. Metropolitan Police Department officers applying for arrest warrants for offenses specified in the DC Code make application through the Assistant US Attorney to the DC Superior Court judge or his authorized clerk.
- US District Court -- The United States District Court for the District of Columbia has jurisdiction over offenses arising under the US Code. Officers applying for arrest warrants under the US Code make application through the Assistant US Attorney's office at the US District Court to the judge or clerk of that court.

Arrest warrants emanating from the DC Superior and US District Courts are handled and processed in different ways.

For arrest warrants originating from the DC Superior Court, the Department investigating officer completes a form known as a Record of Warrant on File, or a PD 26 (see Figure 5-1). The original copy of the warrant is filed by the Superior Court Warrant Clerk, who also is responsible for entering the relevant warrant information into the WALES terminal located in the building. All arrest warrants issued daily by the DC Superior Court are entered into the WALES terminal prior to the close of business. Thus, at the end of each day, WALES contains all up-to-date information on all warrants issued so that field elements engaged in routine stops of traffic violators or suspicious persons can be assured that WALES warrant checks are based upon current information. Finally, the investigating officer who made application for the warrant will, upon issuance of the arrest warrant, maintain his original copy of form PD 26 and attempt to apprehend the suspect.

DC Superior Court Bench Warrants, issued by the Court to compel appearance of a defaulter, are entered into WALES by the Superior Court Warrant Clerk, and appear on a daily list of warrants issued by the Superior Court. The list of warrants issued by the DC Superior Court is

RECORD OF WARRANT ON FILE AT IDENTIFICATION AND RECORDS DIVISION REQUIRING SERVICE

To: Commanding Officer \_\_\_\_\_ Date \_\_\_\_\_

CENTRAL COMPLAINT NUMBER	TYPE OF WARRANT	WARRANT NUMBER	ISSUED BY	COURT
DATE OF ISSUE	CHARGE	NAME OF DEFENDANT		
DEPENDANT'S ADDRESS (NUMBER & STREET, CITY & STATE)				TELEPHONE NUMBER
SEX	RACE	AGE	HT	WT
EYES	HAIR	COMPLEXION	BUILD	MUSTACHE
GLASSES	I.D. NUMBER	DOD		
DATE OF OCCURRENCE	ADDRESS OF OCCURRENCE			CASH BOND
COMPLAINANT'S NAME		RESIDENCE (NUMBER AND STREET)		
CITY AND STATE		HOME PHONE	WORK PHONE	
RECEIPT ACKNOWLEDGED	TIME AND DATE	OFFICER ASSIGNED	TIME AND DATE	
SIGNATURE OF OFFICER ASSIGNED	TIME AND DATE	COMMENTS IF ANY		
TIME AND DATE OF 1ST VISIT	NAME OF PERSON CONTACTED	RESULTS OR COMMENTS		
TIME AND DATE OF 2ND VISIT	NAME OF PERSON CONTACTED	RESULTS OR COMMENTS		
TIME AND DATE OF 3RD VISIT	NAME OF PERSON CONTACTED	RESULTS OR COMMENTS		
TIME AND DATE OF 4TH VISIT	NAME OF PERSON CONTACTED	RESULTS OR COMMENTS		
CHECK FOR CHANGE OF ADDRESS				
YES	NO	LOCATION	PHONE	RESULTS OR COMMENTS
		CENTRAL DRIVER'S FILE TRAFFIC RECORDS	2723	
		CRIMINAL RECORDS	2473	
		WARRANT RECORDS	2512	
		POST OFFICE CODE 111	2253	
		D C JAIL CODE 177	2410	
		TELEPHONE DIRECTORY		
		OTHERS:		
DISPOSITION				
SERVED BY	TIME AND DATE	CASE NUMBER	COURT DATE	
RETURNED WITHOUT SERVICE	TIME AND DATE	REASONS OR REMARKS		
SIGNATURE OF OFFICER	TIME AND DATE	SIGNATURE OF SUPERVISOR	TIME AND DATE	
SIGNATURE OF COMMANDING OFFICER	TIME AND DATE	RECEIPT IDENTIFICATION AND RECORD DIVISION		
REFERRED TO COMMANDING OFFICER, SOO	TIME AND DATE	RECEIPT ACKNOWLEDGED	TIME AND DATE	
OFFICER ASSIGNED	SIGNATURE		TIME AND DATE	
DISPOSITION				
TO: Director, I&RD		RESULTS OR COMMENTS		
DATE	J-2475-75	COMMANDING OFFICER, SOO		

Figure 5-1. Record of Warrant on File (PD 26)

provided daily to the Department Central Records warrant clerk by the Department Data Processing Division.

US District Court arrest warrants and bench warrants are filed in the US Marshall's Office, which forwards a typed list of warrants issued during a given day to Department Central Records. The Central Records warrant clerk, upon receipt of a list of warrants from the US Marshall's Office, enters into WALES all US District Court warrant information. For US District Court arrest warrants, the Central Records warrant clerk indicates in the computer, alongside the warrant file, the location of the particular warrant in the Department for service and its suspense date back to Central Records. For all US District Court bench warrants received at Central Records, the warrant clerk prepares the PD 26 heading and immediately forwards the form to the Criminal Warrant Section for service.

Thus, the current system for controlling arrest warrants requires that all original copies of warrants be filed in the appropriate agency where the warrant originated. Metropolitan Police Department officers never retain the original copy of the arrest warrant, but they do prepare the Record of Warrant on File (PD 26). This form along with the warrant information stored in WALES are both sufficient information and probable cause for a Department officer to make an arrest of the suspect named therein.

The previous warrant service system had no such control mechanism whereby original arrest warrants were stored in files of the issuing agency. The result was that officers would make photocopies of arrest warrants at will and would store the original copy of the warrant in a desk file or in the unit files for service at a later date. This informal warrant control procedure created many administrative problems for the Criminal Warrant Section and also caused a number of warrants to be served that had previously been either quashed, withdrawn, or already served with a copy of the original.

5.1.3 Outside Agencies

In those cases in which a suspect or fugitive in the District of Columbia is wanted by other agencies, the arrest warrant that is issued is handled in exactly the same manner as for those issued in connection with MPD-originated cases.

Several agencies, however, are involved more directly. Both the DC and US Departments of Corrections formerly processed their own arrest warrants or pick-up orders, whereas, now they are channeled into the central MPD warrant service system. The DC and US Parole Boards also have the authority to issue processes under which parole violators can be apprehended. These are now entered into the system just as any other warrant. This eliminates duplication of effort when several other agencies may be seeking the same person. A more detailed description of

outside agency cooperation will be included in subsequent paragraphs of this section.

## 5.2 System Description

The handling of warrants by the Metropolitan Police Department in general and by the Criminal Warrant Section, Special Operations Division, in particular, is one stage in a continuing process that begins with the issuance of a warrant by one of the courts having jurisdiction in the District of Columbia. There are two such courts: The Superior Court for the District of Columbia, which has jurisdiction over offenses under the DC Code and the Traffic Regulations; and the United States District Court for the District of Columbia, which has original jurisdiction over offenses under the US Code.

The special position of the District of Columbia as a city outside the jurisdiction of any State created a need for legal and judicial organs analogous to those of the States and consequently a special response from the US Congress. As the legislative body with power over the District, Congress has promulgated the DC Code and the Traffic Regulations to cover the multitude of everyday matters that State laws take care of elsewhere and which are outside the scope of the general, nationwide system of Federal law, the US Code. Along with this special code of laws, the Congress established the Superior Court for the District of Columbia. Thus, in the District, most misdemeanors and those felonies not included in the US Code (such as pursesnatching) are charged under the DC Code and adjudicated by the DC Superior Court; other offenses, such as bank robbery, are charged under the US Code and adjudicated in the US District Court.

The US Attorney for the District of Columbia performs all the normal functions of his office as do his counterparts in the US District Courts throughout the country; in addition, he is responsible for roughly the same duties as a District or States Attorney elsewhere, under the prevailing State laws. In the District, the relevant functions are performed by the Assistant US Attorney in the DC Superior Court. Just as most municipalities have city solicitors or town counsel who prosecute cases in the inferior courts, the municipal government of the District of Columbia has its Corporation Counsel who prosecutes cases in the Superior Court. His office has jurisdiction over minor misdemeanors and traffic cases in the Superior Court; misdemeanors of very moderate significance, such as disturbance of the peace, are handled by the DC Corporation Counsel.

The processing of a warrant follows a definite path from origination to service. This path is outlined below and depicted in Figure 5-2 and 5-3.

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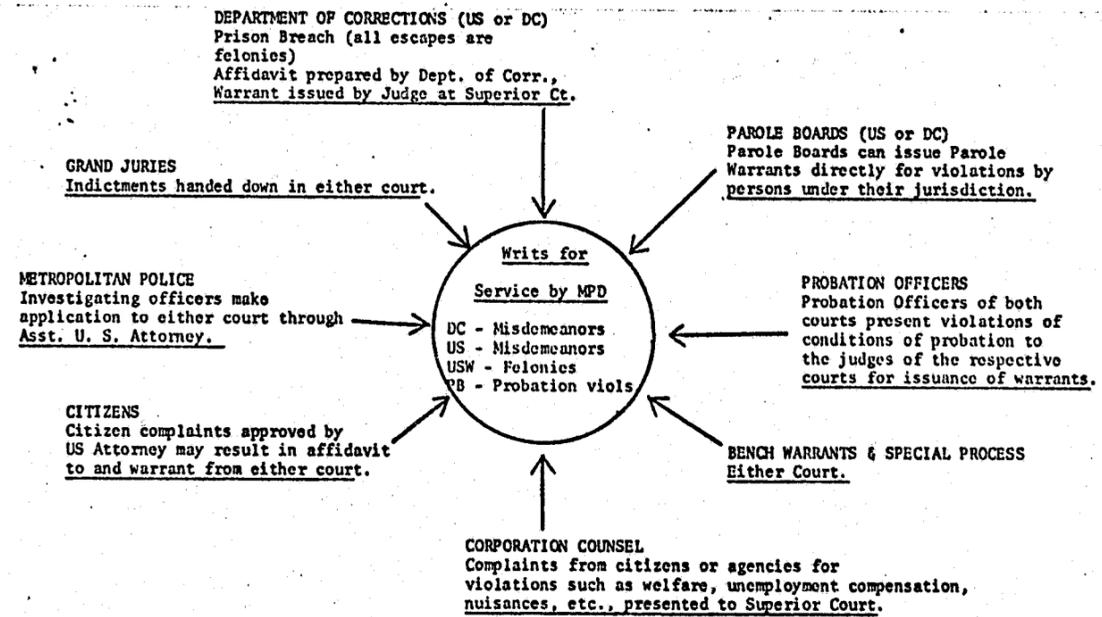


Figure 5-2. Arrest Warrant Origination

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5-8

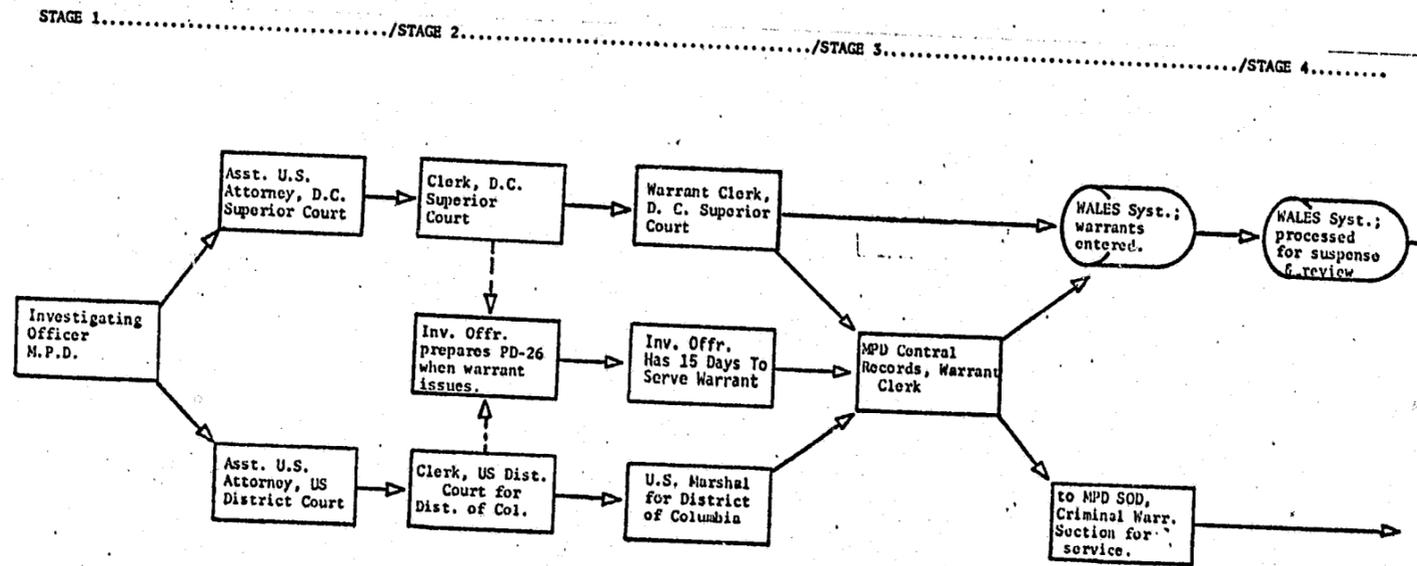
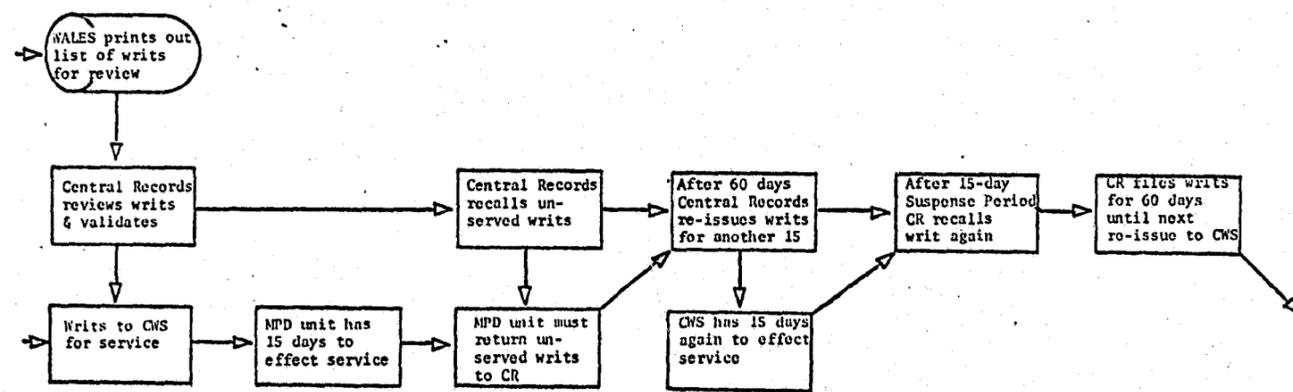


Figure 5-3. Flow Chart of an Arrest Warrant Through the MPD (Page 1 of 2)

...STAGE 4...../STAGE 5...../STAGE 6.....



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Figure 5-3. Flow Chart of an Arrest Warrant Through the MPD (Page 2 of 2)

### 5.2.1 Step 1 -- Issuance

The most usual procedure is for an officer investigating a case (normally a detective) to determine that a suspect has been identified and sufficient evidence developed to justify the initiation of a formal charge. The officer approaches the Assistant US Attorney at the DC Superior Court if it be a charge under the DC Code, or the Assistant US Attorney at the US District Court if it be a charge under the US Code. If the Assistant US Attorney is in agreement that a satisfactory case exists, he authorizes the officer to apply for a warrant to the Clerk of the Court. If the Clerk is satisfied that probable cause for an arrest exists, he takes an affidavit from the officer and issues a warrant for the arrest of the suspect.

The US and DC Departments of Corrections prepare affidavits for cases of prison breach or escape, which are presented to the respective clerk of the court having jurisdiction over the offense.

Private citizens complaining of crimes may have affidavits prepared by the Assistant US Attorney for presentation to the court having jurisdiction.

Certain complaints from citizens or non-police agencies, for such offenses as Unemployment Compensation or Welfare fraud, neighborhood nuisances, and the like, are handled by the DC Corporation Counsel who prepares affidavits for presentation to the Clerk of DC Superior Court.

Probation violations in either court are handled by that court's probation officers who apply to the judges for warrants in appropriate cases.

Each court issues Bench Warrants on its own behalf. These are issued for the apprehension of defaulters, persons who have failed to appear on the appointed date for one of the steps in the adjudication process:

- Arraignment.
- Preliminary Hearing.
- Trial.
- Sentencing.

In addition, Special Proceeding or "SP" warrants are issued for the apprehension of other persons concerned in a judicial proceeding. An example of a Special Proceeding warrant would be one that was issued because a complainant or witness failed to appear as ordered by the court.

Finally, after the Grand Jury returns an indictment, it must be served on the accused in the same fashion as a warrant.

### 5.2.2 Step 2 -- Initial Processing

All arrest processes issuing from the DC Superior Court go to a Warrant Clerk in the office of the Clerk of Courts. The Warrant Clerk has a terminal for the WALES system, the automated computer information system for the Washington area. Once entered, any law enforcement officer checking the system (as an officer making a routine traffic stop) will be notified of the outstanding warrant and will apprehend the subject.

If the warrant was one requested by an MPD officer, he will make out a Form PD 26 as soon as he is notified of its issuance. This form is the basic Departmental record of the warrant's existence and contains sufficient information about the warrant and the subject to permit service, both as to locating and identifying the subject and as to providing probable cause for the arresting officer to believe a warrant actually exists, the minimum legal requirement for such an arrest.

All arrest processes issuing from the US District Court are delivered by the clerk to the Office of the US Marshal for the District of Columbia. Again, any MPD officer requesting a warrant from this Court must complete the Form PD 26 when the warrant is issued.

The warrant clerk at the Superior Court enters all warrant information into the WALES terminal located in the Superior Court building. Each day a printout of Superior Court warrants issued the preceding day is forwarded to the Central Records Division of the MPD; the US Marshal's Office forwards a daily typed list of warrants issued by the US District to the Central Records Division.

### 5.2.3 Step 3 -- Central Records Processing

The warrant clerk at MPD Central Records receives the daily computer printout of all warrants issued by the DC Superior Court and the daily typed list of warrants issued in the US District Court from the US Marshal's Office. The warrant clerk prepares PD 26 reports for all warrants from the US District Court and all Superior Court warrants that do not as yet have them.

The warrant clerk also enters a "location" for the PD 26 onto the computer display of the warrant information. This location would be either the unit of assignment of the officer who requested the warrant in the first place or the unit to which the warrant clerk intends to send the PD 26 for service.

### 5.2.4 Step 4 -- Computer Processing

The first important function of data processing is performed by a standard program maintained by the Department's Data Processing Section.

All warrants handled by Central Records are assigned a Suspense Date (15 days from the date of entry); every two weeks a Suspense List is printed out for the warrant clerk to check. Warrants not served within 15 days will be recalled to Central Records; the officer holding a recalled warrant's PD 26 must forward that form to Central Records.

The second vital function performed by Data Processing is the periodic review of warrants on file. After input into WALES, the system automatically establishes a review date 60 days from entry. At the end of each review period, a warrant appears on a printout of writs to be reviewed. The requesting officer is notified and must advise Central Records if the warrant is still valid; valid warrants must then be reviewed by the officer and an Assistant US Attorney. The second review of any warrant takes place six months after the initial (60 days) review by a separate printout, and every six months thereafter. The MPD reviews only those arrest warrants it originates; bench warrants and other processes are reviewed by the US Attorney's Office. This periodic review makes sure the list in WALES is current; warrants cease to be valid because of a number of causes, including withdrawal of charges, the appearance of a party to purge contempt from failure to appear, death of a complainant, or death of a defendant.

The format of the consolidated listing of warrants in the computer is shown in Figure 5-4.

#### 5.2.5 Step 5 -- Service of Warrant

The requesting officer has 15 days to make service on a warrant he has initiated. In the same way, a unit receiving a PD 26 from Central Records for initial service has 15 days in which to do it. At the end of the 15-day Suspense Period, the PD 26 must be returned to Central Records, if still unserved.

#### 5.2.6 Step 6 -- Reissue of PD 26

Sixty days after a PD 26 returns to Central Records as unserved, it will be issued to the Criminal Warrant Section whether that unit was the original unit of service or not. The CWS has a second 15-day Suspense period; this process repeats until the warrant is either served or declared invalid as a result of the automatic, periodic review process.

As noted before, the review process results in removal from the system of warrants for various reasons:

- Served -- These should have been removed at time of service.
- Quashed -- As a result of court action by the defendant.
- Withdrawn -- By issuing court.

ONRO METROPOLITAN POLICE DEPARTMENT  
 A CONDENSED LISTING OF ALL CRIMINAL WARRANTS PAGE 1 00/00/00

----WARRANT----				---STATUS---									
JUR NUMBER	DATE	OFFENSE	CD	LOC	DATE	NAME	DOB	RACE	SEX	HGT	WGT	PDID	WIN NO
SC TR0000000	000000	0000 XXX XXX XXX	0	0XX	000000	XXXXXXXX, XXX X	000000	X	X	000	000	0000000000000000	
SC 000000000	000000	0000 XXXX XXXX XXX XXXXX	0	0XX	000000	XXXX, XXXXX X	000000	X	X	000	000	0000000000000000	
SC US0000000	000000	0000 XXXXX XXXX	0	0XX	000000	XXXXXXXX, XXXXX X	000000	X	X	000	000	0000000000000000	
MA US0000000	000000	0000 XXXXX XXXXX XXXXX	0	0XX	000000	XXXXXXXXXX, XXXXX X	000000	X	X	000	000	0000000000000000	
MA US0000000	000000	0000 XXXXX	0	0XX	000000	XXXXXXXX, XXXX X	000000	X	X	000	000	0000000000000000	
PB P0000000	000000	0000 XXXXX XXXXXXXX	0	0XX	000000	XXXX, XXXX X	000000	X	X	000	000	0000000000000000	

(Explanation:

(First Column: JUR = Jurisdiction originating warrant. SC = Superior Court, MA = US Marshal's Office, for all US District Court offenses, PB = Parole Board for parole violations.

(Second Column: NUMBER = Warrant number. TR = Traffic violation under DC Code, no letters indicates a misdemeanor under the DC Code, US = United States Code -- misdemeanor, USW = United States Code -- felony, P = Parole violation.

(Third Column: DATE = Date of Issue for warrant.

(Fourth Column: OFFENSE; first a four-digit number identifying the Code section, then the common name of the offense such as Larc - Petit, Larc - Grand, Embezzle-, Rape, Prob Violation, Traffic Offense, etc.

(Fifth Column: STATUS; CD = Command within which unit holding warrant is; LOC = Location or unit holding warrant; DATE = Date PD-26 must be returned to Central Records if unserved; NAME = Name of subject.

(Sixth Column: DOB = Date of Birth of subject.

(Seventh Column: RACE = Race of subject, usually given as W or N.

(Eighth Column: SEX = Sex of subject, usually given as M or F.

(Ninth Column: HGT = Height of subject, given as feet -- first digit -- and inches -- last two digits.

(Tenth Column: WGT = Weight of subject, given as pounds.

(Eleventh Column: PDID = MPD Identification Number, for subjects previously arrested by the Metropolitan Police Department.

(Twelfth Column: WIN NO = control number in the data processing system.)

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Figure 5-4. A Condensed Listing of All Criminal Warrants

- Cleared by other means -- Arrest of subject in another jurisdiction; death of complainant; death of defendant, and the like.

Felony warrants continue around this cycle indefinitely; misdemeanor processes are valid for one year only unless specially permitted to remain active longer by order of the court.

After having examined the system as a whole, certain key processes within it should be given in detail to clarify relationships easily confused in the larger view.

- Issuance of Arrest Warrant -- Arrest warrants are issued by either the US District Court for the District of Columbia or by the DC Superior Court. This is done usually upon application through the Office of the Assistant US Attorney, but occasionally through the Corporation Counsel for the District of Columbia government. Arrest warrants from the Superior Court are entered into WALES by the warrant clerk at the Superior Court Clerk's Office; the PD 26 is made out by the requesting officer who may make service immediately after the warrant is signed. Warrant information from the DC Superior Court is forwarded daily to MPD Central Records by the Superior Court warrant clerk via the WALES computer. Arrest warrants from the US District Court are forwarded to the US Marshal's Office by the District Court Clerk; the Marshal's Office sends a daily list to the MPD Central Records Division where they are entered into WALES. If the arrest warrant was originated by an MPD officer, he prepares a PD 26 and has 15 days from issuance to serve the warrant. Unserved warrants after 15 days are returned to the Central Records warrant clerk in the form of a PD 26, which is then reissued to the Criminal Warrant Section for a second attempt at service.
- Issuance of Parole Warrant -- The DC and US Parole Boards can issue their own warrants for the apprehension of parolees in their care who have violated terms of their parole. The particular Parole Board holds a hearing, based upon information supplied by the parole officer involved, and issues a Parole Warrant. The Parole Boards file their original warrants and forward daily lists, the DC Parole Board to the MPD Central Records Division and the US District Parole Board in Philadelphia to the US Marshal's Office for the District of Columbia, which forwards it to MPD Central Records. In all parole

warrant cases, the Central Records warrant clerk enters the warrants into WALES, prepares PD 26s, and forwards the PD 26s to the Special Operations Division, Criminal Warrant Section, for initial attempt at service.

- Issuance of Bench Warrant -- Bench warrants from the DC Superior Court are forwarded to the DC Superior Court warrant clerk who enters them into WALES. A typed list is forwarded daily to MPD Central Records where the MPD warrant clerk makes out PD 26s and forwards them to SOD, CWS for initial service just as with an arrest warrant. Bench warrants from the US District Court go to the US Marshal's Office where a typed list is prepared and sent to MPD Central Records. There the MPD warrant clerk enters them into WALES, prepares PD 26s, and forwards the PD 26s to SOD, CWS for initial service just as with any arrest warrant. Thus, all bench warrants go to the Criminal Warrant Section for initial service.
- Bail Reform Act -- Under the Bail Reform Act (BRA), many incarcerated persons can be released "on bail" without posting large sums of money, but on pledging to appear in court ("personal recognizance"). One feature of the BRA is that it is a felony to fail to appear after release under its provisions; the problem that arises in cases of Bench Warrants for non-appearance of defendants is that of filing BRA charges. In MPD bench warrant cases, the Criminal Warrant Section will file BRA charges on behalf of the Department if any are indeed filed. This process, called "papering a case" by the Department, occurs in approximately 60 to 65 percent of all bench warrant cases. In January 1976, for example, 60 BRA cases were filed by the MPD, 44 of them by the WCS. Prior to the establishment of the present CWS in 1973, it is estimated that only about 25 percent of eligible bench warrant cases had BRA charges filed.
- MPD Central Records Warrant Clerk -- On receipt of warrant listings from the courts or US Marshal, the warrant clerk completes PD 26s on all warrants on which a requesting officer has not already done so (i.e., all bench warrants, parole warrants, and other processes initiated outside the MPD). All US District Court processes

are entered into WALES as are all Parole Board warrants. The warrant clerk at Central Records receives warrants back after the 15-day suspense period for initial service, files them for 60 days, and returns them to the Criminal Warrant Section for additional attempts at service during a subsequent 15-day suspense period.

- Fugitives from Other Jurisdictions -- When an outside agency has reason to believe that a wanted person is in the District of Columbia, they will contact either the MPD Fugitive Squad or the Criminal Warrant Section. These requests are referred to the Fugitive Squad by the CWS. The Fugitive Squad applies to the DC Superior Court for a Fugitive Warrant, giving the out-of-state warrant as probable cause to believe the subject to be a fugitive from justice. Fugitive Warrants are Special Process, valid only in the District of Columbia if issued by the DC Court; each jurisdiction must issue its own to be valid only within it. Persons arrested on Fugitive Warrants are booked and brought to the Superior Court for arraignment, at which a date for an extradition hearing is set. Failure to appear for an extradition hearing will cause issuance of a bench warrant.

- Arrest Procedures -- There are five categories of arrests with which the Metropolitan Police Department Criminal Warrant Section is concerned.

- Arrest Warrant (US, USW, and DC) -- After an arrest is made, the Criminal Warrant Section team making it must determine what MPD officer originally requested the warrant, and to what unit he is assigned. The CWS takes the prisoner to the District to which the investigating officer is assigned, fills out the Arrest Report, Form PD 255, (see Figure 5-5) and books the prisoner by telephone to Special Operations Division Headquarters. The prisoner is turned over to the original investigating officer if possible, otherwise to an official from that District.

1. DEP'S TRUE NAME- LAST, FIRST, MIDDLE- OFFICIAL USE					2. COMPLAINT NO.	
3. DEP'S NAME- LAST, FIRST, MIDDLE					4. PMD NO.	
5. ADDRESS					6. DOB.	
7. POB	8. SEX	RACE	HT	WT	HAIR	EYES
9. NICKNAME/ALIAS			10. DIST. OF ARREST		11. OFFENSE DATE	
12. IF ARMED, DESCRIBE TYPE & CAL.				13. IF NARCOTICS, CHECK TYPE <input type="checkbox"/> MARIJUANA <input type="checkbox"/> NARCOTIC <input type="checkbox"/> DANG. DRUG <input type="checkbox"/> HALLUCINOGENIC DRUG		

14. DATE	UNIT & CASE NO.	CHARGE AND TVC NUMBER	DISP. AND DATE
15. ARRESTING OFFICER		UNIT-BADGE NO.	16. OFFICIALS INITIAL

METROPOLITAN POLICE DEPARTMENT ARREST REPORT P.D. 255 REV. 6/75

Figure 5-5. Arrest Report (PD 255)

The investigating officer or other official from that District will carry the case forward from that point, including all remaining paperwork. Previously, this related work was to be done by the officer effecting the arrest on the warrant; however, that system was found to be less successful than having responsibility placed on the original case officer who has a greater interest in the progress of the case.

- Fugitive Warrants (SP) -- The Fugitive Warrant Special Proceeding is rather uncommon, but when required is served by the CWS like any other. The normal Departmental paperwork for clearing a case is completed by the CWS team making the arrest, and the prisoner is given into custody of the Fugitive Squad. There is one Fugitive Squad officer assigned daily to Superior Court who would handle the extradition cases.

- Warrants Originating with the Corporation Counsel -- These are normally DC (arrest warrants under DC Code) or DCW (bench warrants issued for defaulters in the Superior Court). Both may be served by the CWS who will take the prisoner to the nearest MPD station for booking and custody where the PD 255, Arrest Card, and PD 163, Prosecution Report, are completed. A copy of the Prosecution Report is presented as Figure 5-6. Traffic Bench Warrants (TRs) for non-appearance in traffic cases are not normally handled by the CWS. However, TRs are listed in WALES and prisoners arrested under other processes might also have outstanding TRs against them. There are about 3,800 TRs presently outstanding in the District, and it is under consideration to have the CWS handle them initially. (Since most persons do not consider traffic cases as very serious violations, they make fewer attempts to elude the police. Consequently, the burden on the police is not as great as with other types of warrants.)

METROPOLITAN POLICE DEPARTMENT WASH., D. C.		PROSECUTOR'S CHARGES		2. COMPLAINT NO.	
PROSECUTION REPORT				3. I.D. NUMBER	
4. DEFENDANT'S TITLE NAME (Last, First, Middle) ID ONLY		Proc.'s Name		4. ARREST NO.	
5. DEFENDANT'S NAME (Last, First, Middle)		12. SEX 13. RACE		14. DATE OF BIRTH	
10. ALIASES OR NICKNAME		15. CITY AND STATE OF BIRTH		6. CID NUMBER	
11. ADDRESS		16. TIME IN THE DISTRICT OF COLUMBIA		7. SOC. SEC. NO.	
17. CO-DEFENDANTS: NUMBER IF MORE THAN 4 CO-DEFENDANTS. LIST NAME & ADDRESSES OF OTHERS IN STATEMENT OF FACTS SEC.					
18. NAME AND ADDRESS		18. NAME AND ADDRESS		18. NAME AND ADDRESS	
1		2		3	
3		4			
19. POLICE CHARGE(S)					
20. LOCATION OF OFFENSE				DATE	TIME
21. LOCATION OF ARREST				DATE	TIME
22. ARRESTING OFFICER'S NAME, RANK, BADGE NO. & UNIT OR AGENCY				23. ASSISTING OFFICER'S NAME, RANK, BADGE NO. & UNIT OR AGENCY	
24. DEFENDANT ADVISED OF RIGHTS					
DATE	TIME	LOCATION	ADVISING OFFICER'S NAME	RANK	BADGE NO. UNIT
25. WITNESSES: FOR ADDITIONAL WITNESSES USE STATEMENT OF FACTS SECTION					
NAME (Last, First & M.I.)		ADDRESS	AGE	HOME PHONE	BUSINESS PHONE
1					
2					
3					
4					
26. PROPERTY STOLEN (✓ IF YES) AND RECOVERED (✓ IF YES) FOR ITEMS OF EVIDENCE					
(a) IDENTIFICATION		(b) HOW, WHERE, WHEN RECOVERED		(c) FROM WHOM	
1					
2					
3					
4					
27. WORK HISTORY (INCLUDE PRESENT JOB, IF ANY ON LINE 1)					
FROM - DATES - TO	EMPLOYER	ADDRESS	BUS. PHONE	OCCUPATION	
1					
2					
3					
28. ARREST RECORD SUMMARY					
1		2		29. M.O. (Weapons or Instruments used, Narcotics and Habits)	
3		4		30. RIGHT THUMB PRINT	
5		6			

PAGE 1 TO I.D. - PAGE 2 & 3 TO PROSECUTOR OR IF JUVENILE TO Y.D. - PAGE 4 OFFICER - PAGE 5 (YELLOW) DISTRICT COPY  
PAGE 1 REVERSE CARBON AND FILL IN REVERSE SIDE OF THIS FORM

Figure 5-6. Prosecution Report (PD 163) (Side 1 of 2)

REVERSE CARBON

31. FAMILY AND RELATIVES				
RELATIONSHIP	AGE	NAME (Last, First & M.I.)	ADDRESS	PHONE NUMBER

32. FRIENDS AND ASSOCIATES				
NAME (Last, First & M.I.)	AGE	ADDRESS		PHONE NUMBER

<p>33. ATTACHMENTS BROUGHT TO PROSECUTOR; (Check)</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> CONTINUATION REPORT</td> <td><input type="checkbox"/> LOCAL RECORD</td> </tr> <tr> <td><input type="checkbox"/> ARREST REPORT</td> <td><input type="checkbox"/> FBI RECORD</td> </tr> <tr> <td><input type="checkbox"/> OFFENSE REPORT</td> <td><input type="checkbox"/> STATEMENTS</td> </tr> <tr> <td><input type="checkbox"/> SUPPLEMENT REPORT</td> <td><input type="checkbox"/> CERTIFICATE OF NO GUN LICENSE</td> </tr> <tr> <td><input type="checkbox"/> SEARCH WARRANT</td> <td><input type="checkbox"/> CITATION</td> </tr> <tr> <td><input type="checkbox"/> ARREST WARRANT</td> <td> </td> </tr> </table>	<input type="checkbox"/> CONTINUATION REPORT	<input type="checkbox"/> LOCAL RECORD	<input type="checkbox"/> ARREST REPORT	<input type="checkbox"/> FBI RECORD	<input type="checkbox"/> OFFENSE REPORT	<input type="checkbox"/> STATEMENTS	<input type="checkbox"/> SUPPLEMENT REPORT	<input type="checkbox"/> CERTIFICATE OF NO GUN LICENSE	<input type="checkbox"/> SEARCH WARRANT	<input type="checkbox"/> CITATION	<input type="checkbox"/> ARREST WARRANT		<p>34. DRAFT STATUS; NO. &amp; ADDRESS OF LOCAL DRAFT BOARD</p> <p>35. SELECTIVE SERVICE NO. OR ARMED FORCES SERIAL NO.</p> <p>36. MILITARY EXPERIENCE; BRANCH OF SERVICE &amp; DATES FROM - TO</p> <p>37. DATE OF INDUCTION   38. DATE AND TYPE OF DISCHARGE</p>
<input type="checkbox"/> CONTINUATION REPORT	<input type="checkbox"/> LOCAL RECORD												
<input type="checkbox"/> ARREST REPORT	<input type="checkbox"/> FBI RECORD												
<input type="checkbox"/> OFFENSE REPORT	<input type="checkbox"/> STATEMENTS												
<input type="checkbox"/> SUPPLEMENT REPORT	<input type="checkbox"/> CERTIFICATE OF NO GUN LICENSE												
<input type="checkbox"/> SEARCH WARRANT	<input type="checkbox"/> CITATION												
<input type="checkbox"/> ARREST WARRANT													

39. STATEMENT OF FACTS Give a brief statement, in your own words, of the facts surrounding the offense and the arrest. Indicate oral or written statements made by the defendant(s). Use Continuation Form PD 202 A for additional space. Note present condition of any injured person(s).

40. FOR PROSECUTOR USE

41. FINAL DISPOSITION						
42. SIG. OF OFFICER MAKING STATEMENT	BADGE	RANK	UNIT	DATE	43. SIGNATURE OF REVIEWING OFFICIAL	DATE

PAGE 1

Figure 5-6. Prosecution Report (PD 163) (Side 2 of 2)

- Bench Warrants -- BRA Does Not Apply -- These are handled similarly to DC and DCW warrants. The defendant is transported to the nearest MPD station for booking and delivery to court. The paperwork involved is the PD 255, Arrest Card, and PD 163, Prosecution Report.
- Bench Warrants -- BRA Applies -- The Bail Reform Act applies to cases of non-appearance where the defendant has been given a date for appearance and has been warned that failure to appear is a BRA violation. Even in a misdemeanor case for preliminary hearing, arraignment, trial, or sentencing, non-appearance is a felony violation of the BRA. Original indictments from the Grand Jury, probation violations, violations of conditions of release on bail are examples of bench warrants that do not have a BRA warning to appear, so no BRA charges can be brought for non-appearance. When an arrest is made on a bench warrant to which the BRA applies, the defendant is transported to the nearest station and the PD 255, Arrest Card, PD 163, Prosecution Report, and the PD 251, Event Report, for the offense of violating the BRA, are made out. It is this PD 251 that is called "Papering the Case" (see Figure 5-7). This report receives a new incident control number in the Department's records system and the CWS officer is listed as complainant. The resulting file going to court consists of:
  - Previously listed police reports (PD 251 and 163).
  - Certified copy of warrant to establish its existence.
  - BRA notification slip from previous court jacket, to establish defendant's knowledge of appearance date and warning for non-appearance.
  - Any extenuating or mitigating circumstances.



This package is presented to the US Attorney for determination on applying for BRA charges, just as with any other criminal charges.

- Review of Warrants -- The review of warrants on file, as distinguished from reissue for service, occurs on a two-step schedule:

- 60 days after issue.
- 6 months thereafter and succeeding 6-month intervals, except for misdemeanors which are normally active for only one year.

Thus, if a warrant were issued on January 1 of any year, it would be reviewed for the first time after 60 days, on or about March 1. If still valid, reviews would follow every six months:

- January 1 -- Warrant issues.
- March 1 -- First review.
- September 1 -- Second review.
- February 1 -- Third review -- of felony only. Misdemeanor warrant would have ceased being active on December 31 of year of issue, unless renewed upon specific request in the case of some serious misdemeanors.

The review process for one sample warrant is shown in Figure 5-8.

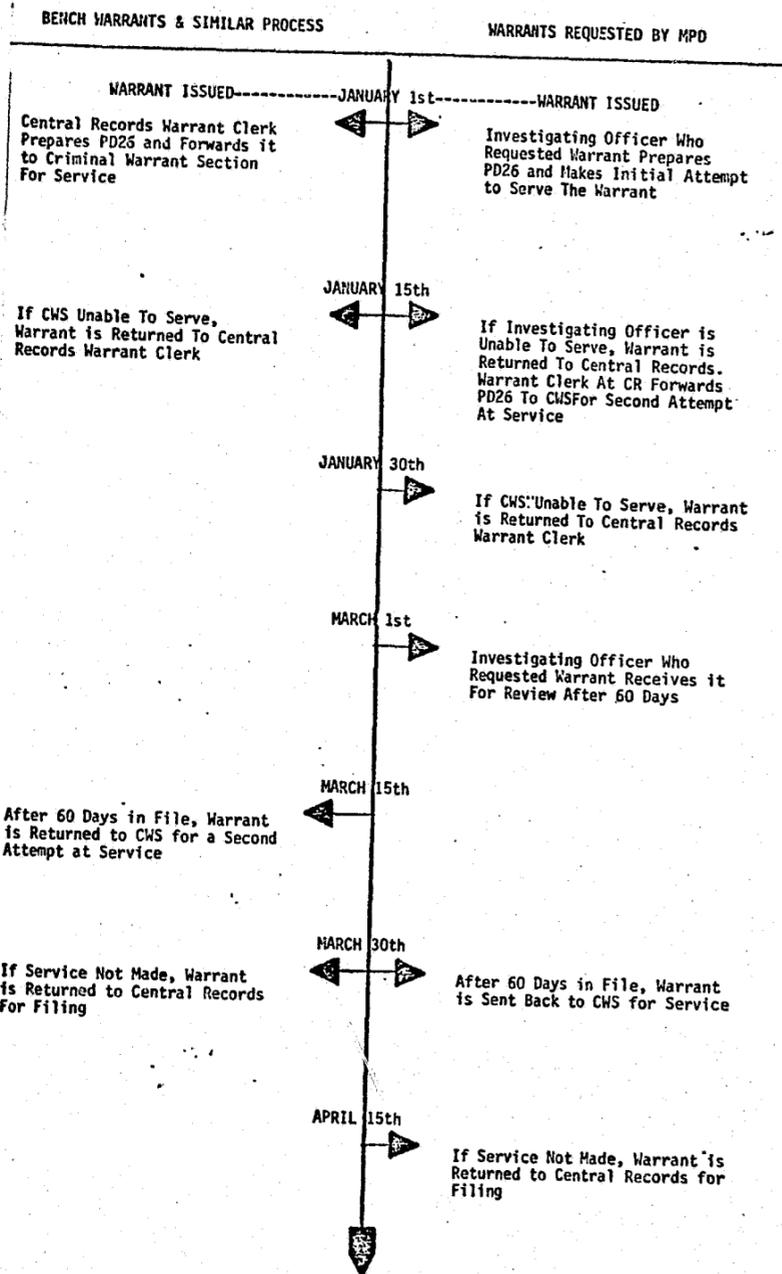


Figure 5-8. Warrant Review Process (Page 1 of 2)

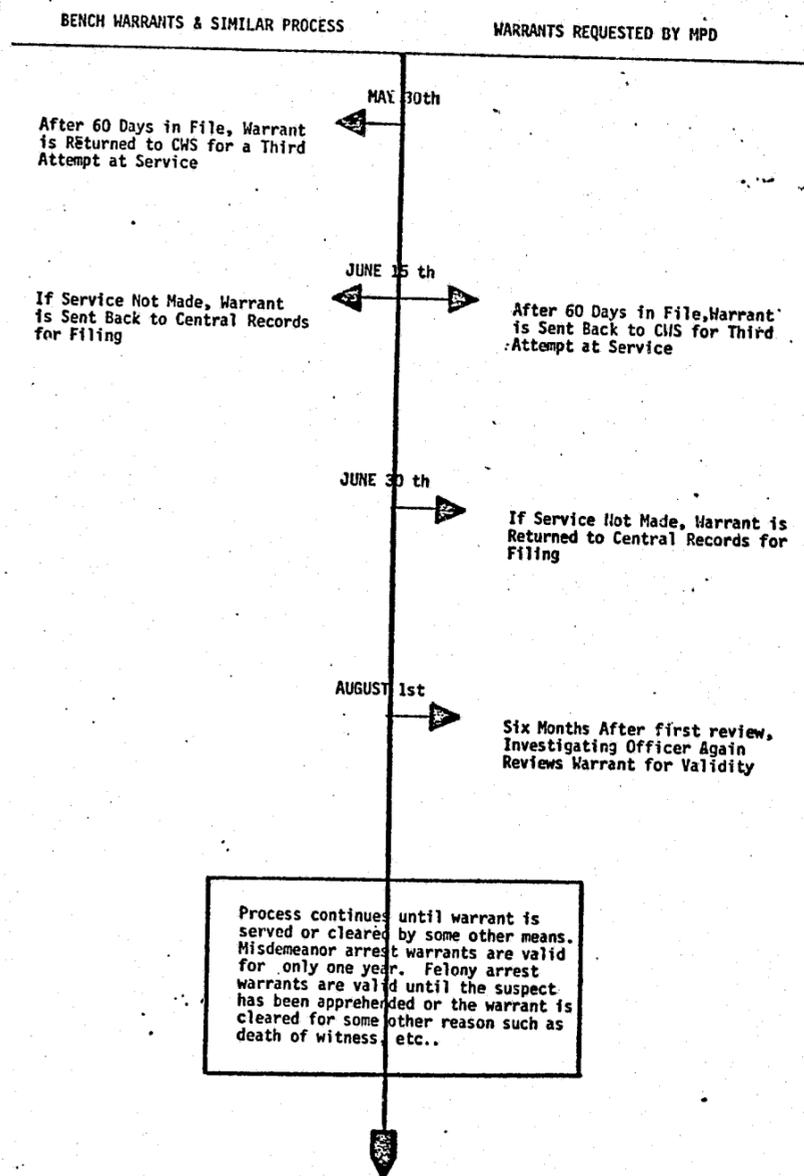


Figure 5-8. Warrant Review Process (Page 2 of 2)

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## 6. CRIMINAL WARRANT SECTION

The criminal warrant section within any police department should have one primary responsibility -- to arrest offenders named in warrants. The administrative and operational procedures established by the MPD Warrant Platoon to accomplish the warrant service mission are documented in this section. Although the Warrant Platoon handles a large volume of warrants in comparison to other police departments, the reader should find that virtually every administrative and operational procedure followed by MPD personnel is capable of being duplicated in other jurisdictions. Topics such as receipt and administrative control of warrants within the section, officer responsibilities, team investigations, and overall coordination of warrant team efforts are all considered within this section.

### 6.1 Receipt of Warrants at SOD Tactical Branch

During the evening hours from 11:00 p.m. to 6:00 a.m., there is one clerk and a sergeant on duty at the SOD Tactical Branch front desk. Any time between 2:00 p.m. and 10:00 p.m., an officer from the Warrant Platoon picks up all PD 26s generated for the day at Central Records and transports the warrant record forms to the night clerk at SOD, TAC.

The night clerk is responsible for verifying all PD 26s in the WALES computer terminal located at the front desk. As each warrant is verified, the night desk officer also obtains a hardcopy of the warrant information and attaches it to the PD 26s.

If a warrant is determined to be either invalid, cleared, or served, the night desk officer indicates the status on the PD 26 along with a WALES hardcopy verifying the warrant disposition.

Once verification of all warrants has been accomplished, the night desk officer places the stack of PD 26s, along with WALES hardcopies, on the Warrant Platoon clerk's desk for action the following morning.

### 6.2 Distribution of Warrants to Teams

The warrant clerk, SOD TAC Warrant Platoon, obtains the stack of PD 26s upon arrival early in the morning, and separates those that have previously been cleared from the active pile. All PD 26s previously cleared are returned to Central Records later in the day.

The warrant clerk then separates the pile of active PD 26s for distribution to the warrant teams. There are three primary considerations involved in this process:

- The warrant clerk determines the team(s) that are in need of warrant service assignments. One of the unit's goals is to give every team

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6-1



for a particular date are arranged in alphabetical order according to suspect's last name.

The warrant clerk maintains 16 large envelopes according to team number, and inserts the team's warrant assignments (PD 26s) into the envelopes each day. Envelopes are then taken to the squad room across the hall and placed in a box located on each squad sergeant's desk from which each team draws its daily assignments. At the end of the 15-day service period, all unserved warrants (PD 26s) are turned in directly to the warrant clerk for return to Central Records.

BOUBNIAK, LEO J.

USW 262476

6/7/44

TEAM#12

March 18, 1976

Figure 6-2. Warrant Card

### 6.3 Team Procedures

#### 6.3.1 Administrative Requirements

Each warrant service team, including sergeants, work a five-day 40-hour week. There are two shift assignments: One begins at 6:00 a.m. and ends at 2:00 p.m., while the other begins at 2:00 p.m. and ends at 10:00 p.m. Shift assignments are rotated among the squads on a five-week cycle so that each team works three weeks on days and two weeks on nights.

All officers are required to be in uniform when on duty. Although one might conclude that the nature of the assignment requires ordinary civilian attire, MPD officials feel that a Warrant Platoon officer attempting to serve a warrant is much safer and commands more respect than the officer attired in civilian garb. In addition, Warrant Platoon officers use marked scout cars for transportation throughout the city while on duty.

The only geographical restriction placed upon the officers is that all warrant service investigations must be conducted within the Washington city limits. However, this does not preclude warrant service officers from establishing telephone contact with outside law enforcement agencies to obtain needed information.

#### 6.3.2 Warrant Service Investigation

Immediately upon reporting for duty, each of the warrant service teams obtain the envelope containing newly received PD 26s. Team members then spend a short time assessing the difficulty of serving each warrant contained in the envelope. They also review each PD 26 to determine whether the form has been filled out properly and whether additional information will be required.

After reviewing new warrant service assignments, the teams normally depart SOD TAC Branch for MPD Headquarters, where they have access to the Central Records area. Since the greater part of Central Records services operates daily from 9:00 a.m. to 5:00 p.m., the two warrant service shifts have been adjusted to end and begin at 2:00 p.m. This allows warrant service officers from both shifts sufficient time to research the files in Central Records.

Each team researches the offender files in Central Records to obtain a picture of the suspect named in the warrant and also to obtain a previously completed Prosecution Report (PD 163), the form used by MPD to record an offense(s) for subsequent prosecution in the courts.

Upon completion of the Central Records offender file review, the teams then have a "basic warrant service package," which consists of:

- Suspect's picture (if available).
- Control Card issued by the warrant clerk.
- PD 26 (Record of Warrant on File).
- PD 163 (if available).

Teams normally experience little difficulty in obtaining a picture of the defendant or a copy of a previously completed PD 163. A suspect's picture and a PD 163 would also be available in the case of bench warrants.

There are six basic items of information required for a warrant service investigation. Each item of information is considered essential to the eventual apprehension of the suspect.

- Telephone Numbers -- This item of information is critical since the back of the PD 163 contains a space that would contain the telephone number of the person the suspect contacted when previously arrested. People who are arrested normally have a tendency to call the one person whom they know they can rely upon. Since the suspect has previously indicated a trust in this person, there is a high probability that the person associated with the telephone number on the back of the PD 163 will know the whereabouts of the suspect.
- Suspect Addresses -- All previous addresses listed for the suspect in Washington.
- Addresses of Relatives and Friends -- All addresses of possible friends or relatives are noted for subsequent followup visits. Telephone numbers are also important to obtain.
- Work History/Service Status -- Previous employers are contacted to determine where suspect might be working.
- Vital Statistics -- Previous offense records provide vital statistics such as age, general appearance, and possible locations where suspect might frequent.
- Previous Offenses -- By noting previous offenses committed, the warrant service office

can obtain an insight into the suspect's MO which could eventually assist in locating and apprehending him.

In addition to MPD Central Records, the warrant service officer might contact one or more of the following agencies to obtain information:

- Division of Motor Vehicles (Drivers license).
- Bail Bonding Agency.
- Criminal Investigation Division.
- US Marshall's Office/FBI.
- Post Office.
- Haines Directory, Washington, DC. (Telephone conversion of address to name to telephone number to address to name.)

All the above warrant service investigative leads are logged by the officers of the Criminal Warrant Section on a Warrant Progress Sheet, an example of which is shown in Figure 6-3.

Once a probable location of the suspect has been determined, warrant service officers attempt to establish exact times and locations where he may be confronted with the warrant. The main tactic used is the element of surprise. The ideal situation would be to apprehend the suspect when he least expects confrontation and usually while he is alone. Once an exact location is determined, warrant service officers normally attempt apprehension very early in the morning when the suspect is drowsy from a full night's sleep. Otherwise, apprehension is accomplished when the suspect least expects it and with considerable regard by the warrant service officers for their own safety, the suspect's safety, and the safety of other people in the general area.

#### 6.4 Team Coordination

Although warrant service teams work independently of each other, there is a certain amount of coordination that does take place among and within the teams. For example, each team is encouraged to develop a system for service of warrants that is based upon the individual member's unique/collective personalities. Economy of effort is stressed. While one team member is researching the files in Central Records for information, the other team member contacts the Criminal Investigation Division to obtain other types of information.

Apprehension of suspects is left to the team's imagination. However, there are specific limitations on strategy used. First, the strategy

WARRANT SQUAD  
WARRANT PROGRESS SHEET

DEFENDANT \_\_\_\_\_ D.O.B. \_\_\_\_\_ I.D.# \_\_\_\_\_

ADDRESS \_\_\_\_\_ WARRANT# \_\_\_\_\_ PERMIT# \_\_\_\_\_

CHARGE \_\_\_\_\_

DATE OF WARRANT \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_ DATE COMPLETED \_\_\_\_\_

OFFICER ASSIGNED \_\_\_\_\_ REVIEW OFFICIAL \_\_\_\_\_

SOURCES	DATE	RESULTS
1. D.C. Jail Records		
2. Post Office		
3. Phone Book		
4. Haines		
5. WALES		
6. D.M.V.		
7. Parole Office		
8. Probation Office		
9. Welfare Records		

List below all locations visited to turn-up for the subject or for additional information, use back of form if needed.

LOCATION	TIME DATE	PERSON CONTACTED	RESULTS

Figure 6-3. Warrant Progress Sheet

should be productive -- it should result in a quality arrest of the suspect that can withstand the rigors of judicial scrutiny. Second, techniques used to apprehend the suspect should be reasonable. An example of the reasonableness of technique would be a situation that occurred where a warrant service officer attempted to make an early morning arrest. The officer knocked on the suspect's door with his night stick and received no response from inside. The officer, knowing the suspect was there, proceeded to knock forcefully on the suspect's door with his night stick for 45 minutes; after the suspect could stand no more, he opened the door and was immediately arrested.

Warrant service teams are encouraged to exchange pertinent information and proven apprehension techniques among other teams. An example would be a situation in which one team assigned to days established a possible suspect location that could only be followed through at night. The day shift team will pass the information to a night shift team; if an arrest is made, credit for the arrest is worked out equitably between the two teams.

There are nine basic policies to which the unit adheres in conducting investigations and arresting suspects.

- Under no circumstances will a suspect's door be smashed unless it is absolutely necessary and an official is present.
- All on-duty work is accomplished while in uniform and only marked scout cars are used for transportation.
- If a team experience difficulty with a particular phase of the warrant service investigation, either the sergeant or lieutenant will be consulted to assist in resolving the problems.
- Immediately prior to serving a warrant all officers are required to request a WALES check to ensure that a valid warrant is served.
- Officers make the final decision about when to use defensive equipment such as flak vests or protective helmets.
- Use of offensive equipment can only be authorized by an MPD official.
- Thorough investigations are encouraged.

- Coordination of warrant service efforts with other agencies is encouraged.
- Feedback on proven techniques and upgrading of the warrant system is encouraged and periodically solicited.

At the conclusion of the warrant service investigation, all PD 26s are turned in to the supervising sergeant for review. He determines the thoroughness of the team's investigation prior to returning the form to the warrant clerk.

Upon receipt of the PD 26s from the teams, the warrant clerk pulls the suspense and active warrant alphas-file cards. A list of all warrants is typed on a transmittal sheet, which is forwarded to Central Records along with the PD 26s. The warrant clerk notes one of the following dispositions on the transmittal sheet next to each warrant.

- Unable to locate.
- Arrested.
- Cleared.

## 7. WARRANT SERVICE PRODUCTIVITY

Traditionally, police departments have been more concerned with measures of resources than with measures of results. A good example of this would be efforts to measure resources in terms of man-time, or units of equipment. Resource measurements have ultimately taken the form of simple percentages of total resources devoted to a particular activity and have been reflected annually in a police department's budget narrative. These simple measurements have generally proven most helpful to police administrators.

Results, or measures reflecting output, are generally more difficult to define and measure. In the past, police departments have relied upon easy to quantify results such as miles driven by a patrol vehicle or number of service calls handled by the patrol section during a shift. These measures, often referred to as workloads, have some use as indicators of intermediate results; but they clearly do not provide an adequate assessment of whether more important objectives are being met.

Result and resource measures can be easily compared to reflect productivity. These measures can apply to a whole police department, a division of the department, or a unit within a division, such as the SOD Tactical Branch Criminal Warrant Section. This section will document the efforts of the Tactical Branch commander to develop a system for measuring individual officers' productivity and will describe the related system used by the Criminal Warrant Section commander to measure warrant service productivity. Much of the material presented in this section has been excerpted and edited from the SOD TAC Branch patrol time evaluation and individual productivity program documents.

### 7.1 SOD Tactical Branch Productivity Program

In February 1975, the commander of the Tactical Branch, SOD, initiated a unitwide project to determine an equitable system whereby officers assigned to the Patrol Section could be evaluated in terms of individual as well as group productivity. During a number of roll calls, the subjects of productivity and ways to measure an officer's performance were discussed.

The evaluation system that was subsequently developed involved the assignment of time values in hours and minutes to the various work categories listed on the MPD Patrol Officer's Individual Activity Record (PD 346), which is shown as Figure 7-1. Each work category listed on the PD 346 was assigned a time value so the supervisor would be able to determine what portion of an officer's total on-duty time was devoted to actual police activity or measurable performance. At the end of a particular evaluation period, the supervisor would add up the time accumulated in the individual work categories and calculate the percentage of actual on-duty time consumed by these events.



Warrant Platoon Weekly Act. Squad 4 Week: 3/8 - 3/12 1976	OFFICER 1	OFFICER 2	OFFICER 3	OFFICER 4	OFFICER 5	OFFICER 6	OFFICER 7	OFFICER 8	TOTAL
On Duty	0	10	27	24	27	26	25	32	171
Detail	0	8	6	6	0	0	1	1	22
Station Assignment	0	0	2	2	3	2	4	2	15
Court - On/Off	0	22	5	9	2	10	7	5	59
Sick, Lv., CTO	40	0	0	0	8	2	3	0	53
Arrests	0	3	1	1	0	2	1	2	10
Felony/Misdemeanor	0	3	1	1	0	1	1	1	5
Court Charges	0	0	0	0	0	0	0	0	0
TVC - Moving/Parking	0	0	0	0	0	0	0	0	0
Warrants Work./New	47/21	47/21	47/19	47/19	47/27	47/27	49/22	49/22	190/84
Suspended	0	9	0	0	2	8	0	0	19
Cleared	0	0	0	0	0	0	0	2	2
Detainers Placed	0	0	0	0	0	0	0	0	0
WALES Checks	0	0	55	26	6	29	0	0	116
WALES Hits	0	3	1	1	0	2	1	2	10
PD 379	0	0	0	0	0	0	0	0	0
Police Reports	0	0	0	4	0	2	0	0	6
Warrants Served	0	3	1	1	0	2	1	2	10
Radio Runs	0	0	0	0	0	0	0	0	0
Possible Hours	40	40	40	40	40	40	40	40	320
Hour - Arrest	0/0	1/3.3	1/27	1/24	0/27	1/13	1/25	1/16	1/17.1
Other									

Figure 7-2. Weekly Warrant Service Productivity Sheet

The total on-duty time for the squad was 171 hours. Since there were a total of 10 arrests or warrants served during the week, the squad averaged 17.1 hours per arrest, as indicated in the last entry in the TOTAL column.

Other categories such as WALES Checks, WALES Hits, and Police Reports are included in the productivity form to give an indication of the officers' total warrant service activity. These additional categories, although not used as a primary basis for determining effectiveness, are eventually considered in an officer's final evaluation.

Each officer in a Squad is required to maintain a Warrant Service Productivity form on a weekly basis. At the end of each week, the forms are turned in to the Squad sergeant who tallies the individual categories and prepares a Squad Summary Productivity form. This form is then turned in to the Warrant Platoon commander for evaluation.

Each officer in a Squad is required to maintain a Warrant Service Productivity form on a weekly basis. At the end of each week, the forms are turned in to the Squad sergeant who tallies the individual categories and prepares a Squad Summary Productivity form. This form is then turned in to the Warrant Platoon commander for evaluation.

The Warrant Platoon commander receives the completed squad summary productivity forms at the end of each week and prepares another form showing the entire platoon's statistics. An example of a fully prepared weekly summary productivity sheet for the entire platoon is shown in Figure 7-3. Statistics are also compiled on a monthly basis and are reflected in the platoon monthly summary (see Figure 7-4).

Although statistics on individual performance are maintained on a daily basis, they are used primarily by squad sergeants to counsel individual officers on a monthly basis. The counseling covers those areas of weakness indicated on the form or reflected in day-to-day activities. Completed productivity forms are also used by sergeants to evaluate individual team performance as compared to other teams in the warrant service squad.

7.3 Annual Statistics -- Hours Per Arrest

In 1973, officers were spending as much as 50 hours per warrant service investigation. The warrant platoon has since managed to considerably reduce the average amount of time required to effect an arrest.

In 1974, the Criminal Warrant Section averaged 31.19 hours of investigation for each of the 431 arrests made. In 1975, the unit averaged 25.92 hours per arrest and increased the total number of arrests for the year to 1,100. For the first two months of 1976, the Criminal Warrant Section averaged 19.7 hours per arrest for over 440 arrests.

Warrant Platoon Weekly Act. Week: <u>3/7/76</u>	SQUAD 1	SQUAD 2	SQUAD 3	SQUAD 4	TOTAL
On Duty	186	232	170	171	759
Detail	18	16	6	22	62
Station Assignment	8	6	18	15	47
Court - On/Off	52/0	54/0	36/8	53/	201/8
Sick, Lv., CTO	56	12	47	53	168
Arrests	10	12	6	10	38
Felony/Misdemeanor	8/7	5/15	5/3	5/4	23/39
Court Charges	0	0	0	0	0
TVC - Moving/Parking	0	0	0	0	0
Warrants Work./New	180/123	188/99	129/62	190/84	677/368
Suspended	75	27	46	19	167
Cleared	9	14	9	7	29
Detainers Placed	1	7	1	0	9
WALES Checks	111	215	61	66	453
WALES Hits	10	12	6	7	35
PD 379	0	0	0	0	0
Police Reports	0	0	3	6	9
Warrants Served	10	17	10	10	47
Radio Runs	0	0	3	0	3
Possible Hours	320	320	280	320	1240
Hour - Arrest	18.6	12.3	28.3	17.1	76.3
Other					

Figure 7-3. Weekly Warrant Platoon Productivity Sheet

Warrant Platoon Act. Monthly	SQUAD 1	SQUAD 2	SQUAD 3	SQUAD 4	TOTAL
On Duty	785	998	940	789	3510
Detail	112	36	7	74	229
Station Assignment	10	0	31	74	115
Court - On/Off	126/10	120/44	98/50	187/30	462/124
Sick, Lv., CTO	256	126	204	222	808
Arrests	39	41	36	55	171
Felony/Misdemeanor	31/22	35/28	20/27	37/26	130/113
Court Charges	2	0	7	0	9
TVC - Moving/Parking	0	0	0	8/6	8/6
Warrants Work./New	72/155	72/109	69/92	67/49	276/348
Suspended	129	67	122	54	372
Cleared	21	20	31	30	102
Detainers Placed	2	0	7	7	16
WALES Checks	702	325	225	322	1574
WALES Hits	39	41	39	55	174
PD 379	1	0	0	0	1
Police Reports	1	0	2	8	11
Warrants Served	48	52	38	64	202
Radio Runs	0	0	0	15/14	15/14
Possible Hours	1280	1280	1280	1280	5120
Hour - Arrest	20.1	24.3	26.1	14.3	84.8
Other					

Figure 7-4. Monthly Warrant Platoon Productivity Sheet

APPENDIX A

Special Operations Division Memorandum

Supplemental Report of Warrant Squad Activity for November 1973

R-76-133  
A-1

Special Operations Division

December 4, 1973

TO: Commanding Officer  
Special Operations Division

THRU: Lieutenant, First Platoon

SUBJECT: Supplemental Report of Warrant Squad Activity for November 1973

As of November 1, 1973, the Warrant Squad had a change in personnel. The present organization has five, two man teams, serving warrants. These teams are furnished with up-to-date background information on the warrant office and the court.

It was discovered in the first week of November that a large percentage of time was being lost by attempting to serve warrants that had already been either served, withdrawn, or quashed. Added to this was the legal problem of possibly arresting persons who were, in fact, no longer wanted. To avoid this problem, the daily transmittal reports from the court to the court warrant office are presently being used as the primary source of warrant assignment information. These transmittals have been found to be the most correct and timely information on warrants at the present.

In an endeavor to increase the effectiveness of the Warrant Squad, it was felt that the major problem area for warrants should be identified and concentrated on the squad. Through close liaison with the US Attorney's Office, primarily US Attorney Larry Bennett, Felony Trial Section, it was found that the Felony Bench Warrant was the main problem area. Therefore, the assignments of the Warrant Squad are presently mainly felony bench warrants.

A secondary source of assignments is warrant information received directly from U.S. Attorneys or the Court. These assignments serve two purposes, one, because of their timeliness, they are more easily served and two, they bolster the already fine rapport between the Warrant Squad, the Court, and the US Attorney's Office.

In an endeavor to increase the interest in the service of warrants throughout the Department, the practice of publishing a list of most wanted persons has been reinstated. This list, which is prepared jointly by the Warrant Squad and the US Attorney's Office, will shortly be distributed throughout the Department.

Sgt. James P. Gannon  
Warrant Squad

NOTE: The preceding was retyped because the original copy was of poor quality. During retyping, minor grammatical changes were made, as appropriate.

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APPENDIX B

Metropolitan Police Department -- Ten Most Wanted Fugitives

R-76-133  
B-1



CIRCULAR



SUBJECT:	SERIES	NUMBER	EFFECTIVE DATE
Ten Most Wanted Fugitives Bench Warrant Program for October, 1975	75	190	October 1, 1975
	DISTRIBUTION		
	D		
	ORIGINATING UNIT CID		
EXPIRATION DATE			October 31, 1975

The following information is published in compliance with Circular Number 74-41 dated February 11, 1974.



NO. 1  
NAME \_\_\_\_\_  
RACE Negro SEX Male  
DATE OF BIRTH June 20, 1945  
ADDRESS 1841 16th Street, N.W.  
I.D. NO. 207-391  
DESCRIPTION 6'ft. 150lbs.  
CHARGE Homicide  
BENCH WARRANT NO. 74465-74  
DATE ISSUED November 5, 1974



NO. 2  
NAME \_\_\_\_\_  
RACE Negro SEX Male  
DATE OF BIRTH November 5, 1940  
ADDRESS 674 R Street, N.W.  
I.D. NO. 176-234  
DESCRIPTION 5'7 1/2" 145lbs.  
CHARGE Homicide  
BENCH WARRANT NO. 22470-73  
DATE ISSUED May 8, 1973



NO. 3  
NAME \_\_\_\_\_  
RACE Negro SEX Male  
DATE OF BIRTH August 12, 1949  
ADDRESS 1737 North Capitol Street  
I.D. NO. 224-999  
DESCRIPTION 6'2" 182lbs. slender bld.  
CHARGE B-11 and Forgery  
BENCH WARRANT NO. 87355-74 and 24407-75  
DATE ISSUED March 7, 1975 and April 14, 1975

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B-2



NO. 4  
 NAME \_\_\_\_\_  
 RACE Negro SEX Male  
 DATE OF BIRTH August 15, 1945  
 ADDRESS 1734 Lanier Place, N.W., Apt. 1  
 I.D. NO. 191-571  
 DESCRIPTION 5'9" 150lbs.  
 CHARGE Grand Larceny  
 BENCH WARRANT NO. 13971-74  
 DATE ISSUED April 16, 1974



NO. 5  
 NAME \_\_\_\_\_  
 RACE Negro SEX Male  
 DATE OF BIRTH August 17, 1943  
 ADDRESS 1205 Trenton Place, S.E., #1  
 I.D. NO. 196-905  
 DESCRIPTION 6ft. 130lbs.  
 CHARGE Forgery  
 BENCH WARRANT NO. 16692-73  
 DATE ISSUED January 15, 1975



NO. 6  
 NAME \_\_\_\_\_  
 RACE Negro SEX Male  
 DATE OF BIRTH June 1, 1951  
 ADDRESS 4310 G Street, S.E., Apt. #11  
 I.D. NO. 223-304  
 DESCRIPTION 5'6" 157lbs.  
 CHARGE Armed Robbery  
 BENCH WARRANT NO. 59215-74  
 DATE ISSUED April 4, 1975



NO. 7  
 NAME \_\_\_\_\_  
 RACE Negro SEX Male  
 DATE OF BIRTH February 10, 1953  
 ADDRESS 2217 13th Street, N.E.  
 I.D. NO. 215-007  
 DESCRIPTION 5'5" 155lbs.  
 CHARGE Burglary  
 BENCH WARRANT NO. 7205-72  
 DATE ISSUED May 5, 1972



NO. 8  
 NAME \_\_\_\_\_  
 RACE Negro SEX Female  
 DATE OF BIRTH June 9, 1916  
 ADDRESS 1227 4th Street, N.W.  
 I.D. NO. 274-059  
 DESCRIPTION 5'2" 115lbs.  
 CHARGE Murder II  
 BENCH WARRANT NO. 59587-73  
 DATE ISSUED February 14, 1974



NO. 9  
 NAME \_\_\_\_\_  
 RACE Negro SEX Male  
 DATE OF BIRTH August 30, 1939  
 ADDRESS 1230 Queen Street, N.E., Apt. #2  
 I.D. NO. 197-090  
 DESCRIPTION 5'8" 176lbs. Comp. Drk.  
 CHARGE C.D.W. Armed Robbery  
 BENCH WARRANT NO. 59215-74  
 DATE ISSUED July 22, 1974



NO. 10  
 NAME \_\_\_\_\_  
 RACE White SEX Male  
 DATE OF BIRTH August 17, 1945  
 ADDRESS 2115 F Street, N.W., #402  
 I.D. NO. 249-903  
 DESCRIPTION 6ft. 175lbs.  
 CHARGE Forgery (26 counts)  
 BENCH WARRANT NO. 41150-74  
 DATE ISSUED June 20, 1974

NOTE: Confirmation that a Bench Warrant is still outstanding should be made prior to the arrest of individual on this flyer.

Additional information concerning these subjects may be obtained by contacting a member of the Warrant Squad, Special Operations Division, phone 626-2938 or Assistant United States Attorney Peter Chapin, Superior Court, phone 376-2665.

MJC:RBW:lam

*Maurice J. Cullinane*  
Maurice J. Cullinane  
Chief of Police

APPENDIX C

Felony Bench Warrant Project -- Final Report

R-76-133  
C-1

FELONY BENCH WARRANT PROJECT -- FINAL REPORT

April 28, 1975 to October 31, 1975

A total of 338 warrants were sent to the SOD Warrant Platoon. Of this total, 172 were arrested and 60 were cleared. This means a total of 232 subjects wanted on Felony Bench Warrants were located. These figures indicated a 68.6 percent effective rate for the project.

A total of 42 warrants that were suspended by this unit indicated by investigation that the wanted subjects were in general locations out of State. These warrants were returned to the US Attorney's Office for the possible issuance of Unlawful Flight Warrants. This will enable the FBI to follow up the out-of-state leads developed by this unit.

With the issuance of the new Warrant General Order of October 6, 1975, the Felony Bench Warrants are being sent to the SOD Warrant Platoon within one day of issuance. An immediate success has been observed with this new program. This success will ensure that the backlog of warrants that was experienced will not recur.

Besides the impressive statistics generated by this special project, several important programs and ideas have been developed. In the long run, these new programs will prove to be more effective than the original project. I would like to enumerate several of these points.

The first benefit was the cooperative effort between the Police Department and the US Attorney's Office. The project would not have succeeded if the different agencies had not coordinated their efforts and altered their operating procedures to complement the other agencies. Even though the project is over, this cooperation will continue because it was found to be the best method in handling warrants. After the project began it was found that many of the bench warrants had underlying cases that were faulty or lacking prosecutability. These cases were reviewed and withdrawn from the system. Because of this fact, the periodic review of bench warrants by the US Attorney's Office will become a routine procedure.

In reference to the charge of Bail Reform Act Violations, two benefits were derived. The first was the streamlining of the papering system, which greatly reduced the court time and frustration of police officers. The second area was the closing of a loophole in the system where subjects were not given dates after presentment at Preliminary Hearings. Without this date, it was quite difficult to prosecute BRA.

The project led to many out-of-state activities. Many people were located in other jurisdictions; they were either in jail or were arrested by other agencies. This led to many problems with extradition and the

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C-2

placing of detainers. Several meetings with the US Marshall led to the better handling of incoming fugitives and a more reliable method for placing detainers.

It was found through the project that when subjects were arrested by the US Marshal's Office, they were not booked. There was no record generated for that arrest and none were charged with the BRA. This situation has been resolved and the Marshals are now in full compliance with policies of the Department and the US Attorney's Office.

Without a doubt, the Special Bench Warrant Project has met its immediate goal -- to reduce the backlog of felony bench warrants. In addition, the above enumerated areas of improvement were added benefit that will further reduce the warrant problem. The project has also pinpointed other areas in the warrant system where problems exist or where improvements are desirable. The cooperative effort established by the project will be a continuing program, which will treat these additional problem areas that are more detailed or long-ranged in scope.

James P. Gannon  
Lieutenant  
Tactical Branch

NOTE: The preceding was retyped because the original copy was of poor quality. During retyping, minor grammatical changes were made, as appropriate.

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APPENDIX D

MPD General Order

Obtaining, Reviewing, Serving of Arrest and Bench Warrants

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D-1



**GENERAL ORDER**



SERIES	NUMBER	EFFECTIVE DATE
702	1	October 6, 1975

SUBJECT:

Obtaining, Reviewing, Serving of Arrest and Bench Warrants

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this General Order is to establish the policy and procedures for obtaining, reviewing, serving, and filing of arrest and bench warrants. Vice arrest warrants, other confidential warrants obtained by elements of the Inspectional Services Bureau and district vice units, and warrants obtained by the Fugitive Unit, are exempt from the procedures set forth in this order. This order consists of the following parts:

- PART I -- Responsibilities and Procedures for Members of the Department
- PART II -- Responsibilities and Procedures for Special Assignment Personnel
- PART III -- Responsibilities and Procedures for Supervisory and Command Personnel

PART I

A. Application for Warrants

1. All applications for arrest warrants involving charges arising under the DC Code shall be presented to a judge of the Superior Court, having first been presented for approval to the Grand Jury Intake Section, US Attorney's Office, Superior Court.
2. All applications for arrest warrants involving charges arising under the US Code shall be presented to the US Magistrate, having first been presented for approval to the Grand Jury Section, US Attorney's Office, US District Court.
3. Arrest warrants needed during nonbusiness hours shall be obtained according to usual practice by contacting one of the Assistant US Attorneys whose name appears on the duty list published to the force for the current month. This list shall be posted on the element's bulletin board.
4. Members of the Department attempting to obtain arrest warrants shall present for approval completed warrant applications on Form W-1 (Affidavit in Support of an Arrest Warrant) and PD Form 25 (Supplemental

to Affidavit in Support of an Arrest Warrant), along with any other supporting affidavit to an official of his unit of the rank of sergeant or above, prior to presenting these forms to the appropriate court. No arrest warrant shall be obtained without the knowledge and prior approval of this same level command. Such approval will be noted clearly by the supervisory official signing and dating the PD Form 25.

5. Prior to presenting an application for an arrest warrant, the officer handling the case shall, after considering the information already available on the suspect, make the following inquiries and obtain the current data on file regarding the suspect:

- a. Query WALES and NCIC regarding the named suspect to determine his offender status in the District of Columbia. If the subject is wanted by another jurisdiction, coordinate the activities with the Fugitive Unit of the Criminal Investigations Division.
  - (1) "TARN" is a name and records check.
  - (2) "DNAM" is used to obtain a suspect's DC Department of Corrections number.
  - (3) "DMAA" retrieves inmate data from DCDC.
  - (4) "QARN" retrieves permit data, if on file.
- b. Prepare PD Form 26 (Record of Warrant on File Requiring Service) in triplicate and add on the form the information received as a result of the above inquiries. Members shall handprint all the required information in the appropriate boxes on this form. All copies of the PD Form 26 shall be submitted to the appropriate prosecuting attorney at the time of application for the warrant. The court shall process the warrant and forward the PD Form 26 through the Identification and Records Division to the officer assigned the warrant for service.

B. Review and Disposition

1. Whenever any criminal arrest warrant is still outstanding after 60 days, the officer who obtained the warrant will be notified by his organization's warrant clerk to contact the US Attorney's Office so that the warrant can be reviewed to determine whether it shall remain in force or be withdrawn. This review will be performed every 6 months thereafter until the warrant is executed or withdrawn.

2. Warrants will be reviewed with an Assistant US Attorney on the officer's next regularly scheduled court date following notification. When reviewing a warrant with the US Attorney's Office, member shall sign in and sign out at the Court Liaison Office.

3. Prior to the review, the officer will obtain the PD Form 26 and affidavit from the Identification and Records Division (Room 2076). The officer shall then prepare a PD Form 252 (Supplement Report) indicating all efforts made to apprehend the named suspect and other information regarding the continued availability and willingness of the complainant and/or witnesses. If the complainant and/or witnesses crucial to the case state that prosecution is no longer desired, they shall be required to submit their requests in writing to the prosecuting attorney. This request will be dated and signed in the presence of the officer originating the warrant. Any individual who does not comply with this provision shall be summoned to appear before the prosecuting attorney to express his requests regarding the case. The issuance of the summons and the outcome of the hearings will also be noted on the PD Form 252.

4. The results of the Assistant US Attorney's review of the warrant shall be noted by the officer in the "Results or Comments" section on the bottom of the PD Form 26. These notations should include the name of the prosecutor reviewing the warrant, the disposition (warrant continued in force or withdrawn), and the date and time of review. In addition, should the warrant remain in force, the top portion of a new PD Form 26 will also be completed by transferring the information reflected on the original PD Form 26 in the "Central Complaint Number" through "Work Phone" items.

5. After completing the above forms, the officer in the case will then return the original PD Form 26; the new PD Form 26, if one is needed; and supporting papers to the Identification and Records Division (Room 2076).

6. In those instances when an arrest warrant has been nolleed in favor of a bench warrant, the officer in the case will complete the top portion of a new PD Form 26 (through the work phone entry), then submit it to the Identification and Records Division (Room 2076), thus providing followup notification as to the change in warrant status from arrest to bench warrant. Attached to the PD Form 26 for the bench warrant will be the original PD Form 26 and its supporting papers.

#### C. Processing Warrants Where Flight is Indicated

When it is determined that a suspect for whom a felony arrest warrant is outstanding, has fled the District of Columbia or when another jurisdiction notifies a member of this Department that a wanted person has been apprehended, the member shall contact the Fugitive Unit for their assistance and guidance, or in the absence of a member from that unit, the Desk Lieutenant, Criminal Investigations Division.

#### D. Service of Warrants

1. Members of the force shall not participate in the service of search or arrest warrants along with other law enforcement agencies within the District of Columbia unless prior approval has been granted by the division or district commander or director, or the official then in charge of the division or district, the rank of captain or above. If an official the rank of captain or above is not in charge of the division or district at the time the request is made, approval must be obtained from the official then in charge of the Department. In those cases where other law enforcement agencies request assistance from the Department in the service of warrants and the location is outside the District of Columbia, approval must be obtained from the unit's bureau head or the official then in charge of the Department, prior to participation by any member of this Department.

2. All criminal arrest warrants referred to the Department from the courts for service shall be assigned by the Identification and Records Division to the investigative section of the district receiving the warrant for service.

3. Officers shall be allowed 10 days from the date of assignment to complete service on arrest warrants. An officer, upon receiving a warrant assignment, shall acknowledge receipt of the assignment by signing the PD Form 26.

- a. Members will make all necessary visits required on PD Form 26 to maximize the possibility of service; and when service cannot be made, they shall explain the reasons for nonservice.
- b. Members are reminded that DC Code 13-303 prohibits the service on Sundays of any writ, process, warrant, order, judgment, or decree, except in cases of treason, felony, or breach of the peace. However, this does not preclude the execution of outstanding traffic warrants on a Sunday against a vehicle operator if he is taken into custody for reasons not related to the outstanding traffic warrants.
- c. Traffic warrants and warrants for minor infractions of the law that do not involve injury (either actual or implied or the destruction of property) shall not be served at late or unusual hours. However, in the event a member of the force comes in contact with a subject wanted on such a warrant at a late or unusual hour (for example, during the course of a routine traffic stop), the member shall execute the warrant.

- d. Members are reminded that knowledge of a warrant being issued and in possession of the Department for service is sufficient to authorize an officer who does not have the arrest warrant or PD Form 26 with him to make an arrest for any offense, felony or nonfelony.

4. If the officer cannot complete service within the 10-day time limit, he shall turn in the PD Form 26 to his commanding officer indicating the efforts made to obtain service.

5. When a warrant is served, the officer having the assignment shall surrender his copy of the PD Form 26 to the warrant clerk.

6. When an arrest is made on a criminal warrant, the arresting officer shall immediately prepare a PD Form 252 citing the circumstances surrounding service of the warrant.

7. When an arrest is made on a suspect with an outstanding arrest warrant and the arresting officer is not the originator of the warrant, the arresting officer shall make a PD Form 255 and book the prisoner at his unit. Upon completion of the booking process, the prisoner shall be transported to the unit where the warrant originated. The originating unit shall be responsible for completing the necessary PD Forms and for processing the case in court. If the originating officer is not available, the official in charge of that unit shall cause a member of his unit to prepare the necessary reports and process the case in court.

8. If a subject is arrested for an offense and further investigation reveals that there is an arrest warrant outstanding against him, the arresting officer shall prepare the necessary reports for the original offense, plus an additional PD Form 255 using the original complaint number, if available.

9. When an arrest is made by a member of another law enforcement agency acting on the basis of an arrest warrant generated by a member of the Department, it shall be the responsibility of the member who obtained the warrant to ensure that the necessary police department forms (i.e., 163, 255, etc.) are executed and that the defendant is processed through the Identification Branch, Identification and Records Division. In the absence of the originating officer, his immediate supervisor will select an alternate officer to complete the processing.

F. Serving Bench Warrant: When to Charge Bail Reform Action Violation

1. Members of the Department, when effecting the arrest of individuals on the basis of a bench warrant or attachment, shall also charge the arrested person with Violation of the Bail Reform Act, unless the bench warrant was issued for one of the following reasons:

- a. The bench warrant is for a traffic offense.
- b. Any offense prosecuted by the DC Corporation Counsel.
- c. Probation revocation.
- d. Parole revocation.
- e. Violation of conditions of release.
- f. Failure to answer a subpoena.
- g. Failure to report in answer to a summons or citation.
- h. Failure to appear for an extradition hearing.

2. Members of the force making an arrest based solely on a bench warrant shall follow one of two courses of action, depending upon whether or not the suspect is charged with Violation of the Bail Reform Act.

a. When not charged with Violation of the Bail Reform Act:

(1) Check with the Identification and Records Division to ascertain if a previous complaint number has been issued in the case. If no complaint number has been issued for the bench warrant, obtain a complaint number from the Communications Division.

(2) Notify the Criminal Warrant Section, Identification and Records Division, by telephone immediately upon execution of a bench warrant so that notification to the original arresting officer can be made. Then note on the PD Form 251 and PD Form 252 that Identification and Records Division was contacted.

(3) Book the suspect for arrest on a bench warrant.

(4) Prepare PD Form 255 and PD Form 163 indicating the charge as being "Bench Warrant." Identify yourself, not the issuing judge, as the complainant and the reporting person.

- (5) Process the arrested person through the Identification Branch, Identification and Records Division.
  - (6) Process charges through the court until a final disposition has been obtained.
- b. When charges with Violation of the Bail Reform Act:
- (1) Obtain a new complaint number from the Communications Division for "Violation of the Bail Reform Act."
  - (2) Notify the Criminal Warrant Section, Identification and Records Division, by telephone immediately upon execution of a bench warrant, so that notification of original arresting officer can be made.
  - (3) Prepare a PD Form 251 for Violation of Bail Reform Act. Item 25 of PD Form 251 will reflect two charges: Violation of Bail Reform Act and the charge of the Bench Warrant. (The arresting officer will be listed as complainant and the reporting person.)
  - (4) Prepare PD Form 255 reflecting the same two charges: Violation of the Bail Reform Act and the charge of the Bench Warrant. (NOTE: When executing PD Form 255, items 2, 4, and 11 will be left blank. In item 38 enter Violation of Bail Reform Act, with its arrest number and the new complaint number, as well as the Bench Warrant, its arrest number, and the complaint number of the original case.)
  - (5) Execute a PD Form 163 for Violation of the Bail Reform Act. Include on this PD Form 163 all pertinent information for the bench warrant to include the complaint number, original charge, and arrest number.
  - (6) Ask the subject why he did not appear in court and place his statement on the PD Form 163.

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- (7) Process charges through the Identification Branch, Identification and Records Division, and through the court until a final disposition is obtained.

3. When a member of the force makes an "on-the-scene arrest" and determines through a WALES check that the subject is also wanted for a bench warrant, the charges are processed as specified in (a) and (b) above with the following exceptions:

- a. The charge of the bench warrant is included on the PD Form 255 reporting the on-scene arrest.
- b. Violation of the Bail Reform act, if charged, is also included on the PD Form 251 and PD Form 255 reporting the on-scene arrest.

G. Warrants Issued on Residents of Community Correctional Facilities

1. Whenever a member of the force receives a warrant to be served on a resident of a Community Correctional Facility (Halfway House), he shall first notify the Major Violators Section, Criminal Investigations Division.

2. Service of the warrant shall not be made until authorization has been received from the Major Violators Section, and the necessary arrangements with the Department of Corrections have been made.

PART II

A. Maintaining Records of Criminal Warrants

1. To assist in controlling and suspending service on outstanding warrants in accordance with the provisions of this order, each warrant clerk will be provided with the following computer notification listings:

- a. A listing of all warrants assigned to each unit for service indicating when each PD Form 26 is due for return to Identification and Records Division under the 15-day warrant service requirement set forth in this order. (The district has 5 days for processing, the officer 10 days for serving).
- b. A listing of all warrants applied for by each officer in the organizational element since January 15, 1974, and which are still active. In addition to the officer's name, this listing contains a notation if the warrant is due for review, the due date for review, the number of times the warrant has been reviewed, and the date of the last review.

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2. Superior Court warrants are now retained in the Warrant Clerk's Office, Superior Court; and US District Court warrants are filed in the Identification and Records Division, 300 Indiana Avenue. Organizational elements shall receive an original and one copy of PD Form 26, a PD Form 163, the warrant affidavit, and a photo of the suspect, if available. PD Forms 26 shall be processed by organizational elements in the following manner:

- a. The original shall be filed in a criminal warrant alphabetical file by name of defendant.
- b. The first copy of the PD Form 26, with attachments, shall be given to the officer to effect service.

3. When PD Form 26 is turned in by officers subsequent to service or after a determination that service cannot be made, the warrant clerk shall:

- a. Transfer the information that was entered on the copy of PD Form 26 to the original PD Form 26.
- b. Carefully check to ensure that all necessary parts of PD Form 26 are completed.
- c. Forward the original and copy along with any attached affidavits and photos to the Director, Identification and Records Division.

4. PD Form 26, with attachments, shall be returned to the Director, Identification and Records Division, by all organizational elements immediately upon service or when no service is effected, within 15 days of the receipt date at the element.

5. Once an offender has been apprehended and his identity confirmed, the station clerk should enter the warrant or warrants into WALES as being served.

6. The warrant clerk in each unit shall at the end of 7 days receive a printout list from the Data Processing Division of all warrants served by members of his unit that have not been cleared. If the warrants have been served but not cleared, the warrant clerk shall immediately contact the Department's Criminal History clerk, located in the Criminal Information Center, DC Superior Court. The Criminal History clerk shall conduct an investigation to determine why the warrant has not been cleared from the system. If it is determined that the officer papering the case did not pick up the warrant from the warrant office, our representative shall notify the arresting officer to respond to the Warrant Office, DC Superior Court, and clear the warrant. If there is some other reason for the warrant remaining in a nonserved status, the Department's Criminal History clerk shall notify the unit warrant clerk of the final disposition.

#### B. Identification and Records Division

1. The Director of the Identification and Records Division shall receive and file all criminal arrest warrants or attachments issued by the US District Court, as well as affidavits for warrants issued by the Superior Court.

2. Upon receipt of such warrant or PD Form 26, the Director, Identification and Records Division, shall:

- a. Make one copy of the original PD Form 26 and any affidavit pertaining to a warrant on file in Superior Court, and attach the copy of the affidavit to the PD Form 26 that is being forwarded to the organizational element of the officer requesting the warrant for service. Copies of affidavits shall be for the use of officers at organizational elements in the execution of other required PD forms.
- b. File the warrant, or affidavit, and one copy of the PD Form 26.
- c. Forward a photo of defendant and PD Form 163, if available.

3. When PD Form 26 is returned to the Identification and Records Division without service, those PD Forms 26 addressing criminal arrest warrants shall be reassigned for service to the Commander, Special Operations Division, and processed as required by this order unless withdrawal procedures are necessary. Criminal bench warrants shall be sent directly to the Commander, Special Operations Division, for service. PD Forms 26 addressing bench warrants for traffic cases shall be retained in the Identification and Records Division files.

4. The Director, Identification and Records Division, retains responsibility only for the input into WALES of those warrants emanating from the US District Court.

5. The Director, Identification and Records Division, shall reissue all PD Forms 26 regarding criminal arrest and bench warrants when the PD Form 26 is returned without service or when there is no indication that the named suspect has fled the District of Columbia. When a PD Form 26 is returned without service, and "flight" has been indicated, the officer in the case shall be notified to contact the Fugitive Unit for possible presentation of the case to the Grand Jury. Misdemeanor warrants in this category shall remain within the Identification and Records Division until such time as they are reviewed by the issuing court. Criminal warrants are recycled using the same procedures as the initial process. However, the identification and Records Division shall include a copy of the initial PD Form 26 reflecting the results of those inquiries to avoid duplication.

of effort on the part of individuals assigned the warrant for service. The recycling process shall commence 60 days after the PD Form 26 has been returned from the Special Operations Division, and shall be continuous until such time as the warrants are served, withdrawn, or forwarded to the US Marshal's Office for service in another jurisdiction.

6. If in processing a prisoner through the Identification Branch additional warrants are uncovered as a result of fingerprint identification, the Identification Branch will contact the unit where the warrant originated so that additional charges can be processed.

#### C. Data Processing Division

The Director of the Data Processing Division shall produce the following reports for use in the evaluation and management of the criminal warrant process:

1. A monthly report to the Chief of Police reflecting outstanding warrants and the organization requesting the warrant. It should reflect the previous month's balance, additions during the month, and deletions by category served or nulled.
2. A biweekly report to each division of the Department containing, but not limited to, the following information: Name of the officer requesting the warrant; the date the warrant was obtained; the date of scheduled 60-day review (criminal warrants only); the date of the last review, if applicable; and the name of the defendant.
3. A weekly report to each district reflecting the status of outstanding PD Form 26s. The report will reflect the PD Form 26s assigned for service and those due for return to the Identification and Records Division.

#### D. Major Violators Section, Criminal Investigation Division

1. When notified by a member of the force that a warrant has been issued on a resident of a Community Correctional Facility (Halfway House), the Major Violators Section shall so advise the appropriate office within the DC Department of Corrections.
2. After making the necessary notification and arrangements with the Department of Corrections, the Major Violators Section shall notify the member in possession of the warrant of the arrangements that have been made for service of the warrant.
3. The Fugitive Unit, Criminal Investigations Division, is responsible for overseeing and assisting members on all pending out-of-jurisdiction actions initiated by the Metropolitan Police Department or other law enforcement agencies.

### PART III

#### A. Knowledge of Existing Warrant

Commanders are reminded that knowledge of the fact that a warrant has been issued and has been assigned to this Department for service is sufficient to authorize an officer who does not have the warrant with him to make an arrest for any offense, felony or nonfelony. Therefore, the fact that organizational elements of the Department do not have actual custody of warrants in no way relieves them of the obligation to exhaust all means so as to execute the warrants as expeditiously as possible.

#### B. Processing of PD Form 26

1. Commanding officers of organizational elements to whom PD Form 26s are forwarded for service shall be responsible for exerting every possible effort to effect the immediate service of warrants. Upon receipt of PD Form 26s at organizational elements, commanders, or directors shall:

- a. Cause the PD Form 26 to be processed as though it were a warrant, including the execution of all other required PD Forms.
- b. Cause the original PD Form 26 to be filed and the copy to be given to the officer assigned to effect service.

2. When PD Form 26s are returned by officers subsequent to service or determination that service cannot be made, commanders or directors shall ensure that they are processed as required in PART II, paragraphs A3 and A4.

#### C. Withdrawal Procedure

When a commanding officer determines that service cannot be completed (e.g., defendant deceased), he shall cause the PD Form 26 to be delivered to the Identification and Records Division for withdrawal. This transaction shall be recorded on PD Form 237 (Transmittal Sheet).

#### D. Compliance With 60-Day Warrant Review Requirement

Commanders shall ensure that officers originating warrants comply with the 60-day review requirement on their outstanding criminal warrants.

#### E. Time Period for Service of Misdemeanor Warrants

Commanding officers are reminded that the DC Code 23-563(b) states that misdemeanor warrants may not be executed more than one year after

the date of issuance. However, the courts can, upon good cause, reissue misdemeanor warrants that are good for an additional year from the date of issuance.

Maurice J. Cullinane  
Chief of Police

MJC:CJA:mrr

NOTE: The preceding was retyped because the original copy was of poor quality. During retyping, minor grammatical changes were made, as appropriate.

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D-14

APPENDIX E

Affidavit in Support of an Arrest Warrant -- Sample Copy

R-76-133  
E-1

(SAMPLE COPY)

AFFIDAVIT IN SUPPORT OF AN ARREST WARRANT

USM# \_\_\_\_\_  
CCR: \_\_\_\_\_  
ID: \_\_\_\_\_

DEFENDANT'S NAME: \_\_\_\_\_ SEX: \_\_\_\_\_

DESCRIPTION: Race: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Complexion: \_\_\_\_\_

DEFENDANT'S HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEFENDANT'S WORK ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPLAINANT'S NAME \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

WHERE DID THE OFFENSE HAPPEN: \_\_\_\_\_

WHEN DID THE OFFENSE HAPPEN: \_\_\_\_\_

TELL BRIEFLY WHAT HAPPENED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TO: WARRANT CLERK COMPLAINANT'S NAME: \_\_\_\_\_

Please Issue a Warrant for: \_\_\_\_\_  
\_\_\_\_\_ DAY \_\_\_\_\_, 19 \_\_\_\_\_

Charge with: \_\_\_\_\_

ASSISTANT UNITED STATES ATTORNEY (JUDGE)(DEPUTY CLERK) SUPERIOR COURT  
OF THE DISTRICT OF COLUMBIA

J-1620-75

APPENDIX F

Memorandum -- Request for LEAA Funds

METROPOLITAN POLICE DEPARTMENT  
Special Operations Division  
Tactical Branch

December 18, 1975

MEMORANDUM

TO: Deputy Chief of Police  
Special Operations Division

THRU: Commanding Officer  
Tactical Branch

SUBJECT: Request for LEAA funds to establish computerization of  
fugitive data.

Presently the service of criminal arrest warrants is facilitated by the use of a form PD 26 (Warrant Progress Form). The form is distributed by mail to the appropriate unit for service of the warrant. Upon arrival at the unit, it is assigned to a particular office for service. After the investigation is completed, the officer completes the form, recording his findings. The PD 26 is then returned to Central Records for filing. The PD 26 is recycled to the field for service every 60 days and is updated at this time. This process continues until the warrant is served or withdrawn.

The above is a very brief outline of the flow of the PD 26 within the Department. If the Department had a relatively small amount of line police officers and a correspondingly small amount of warrants, this system would be adequate and functional. With a small force, the informal flow of information between members relative to the total warrant problem would resolve many of the administrative problems inherent in such a system. However, with the relatively large amount of line officers and warrants outstanding, the problem of the warrant service system are magnified.

Below are a list of problem areas:

1. The flow of the form is unreliable and haphazard.
2. Repetition of investigation by different line officers.
3. Complaints of harassment because of repeated visits to residents.
4. For each warrant issued for a subject, an entirely new investigation must be initiated that must start with no prior record of a fugitivity investigation.

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F-2

5. Review of warrant status is hindered by lack of up-to-date information.
6. Subjects arrested on warrants are released on low or no bond because of lack of readily available information for the prosecutor at the court hearing.
7. Lack of success in the papering and presenting of Bail Reform Act cases. (This charge accounts for the highest single area of no-papered cases.)
8. Because of the dimensions of the form, plus attachments, it is difficult to file properly.
9. Difficulty in updating or altering erroneous or outdated information in WALES hit data.
10. In general, this lack of proper organization wastes manpower and gives ammunition to plaintiff's in unit against the District government in cases related to the warrant service.
11. A system that in the long run does not accomplish its task, that is, cause subjects to be arrested and have them remain incarcerated, is a waste of money and manpower and detrimental to the public's opinion of the Department's ability to carry out its task.

What I am proposing is a complete computerization of the PD 26 system. All pertinent information relative to the investigation of a fugitive will be placed in the computer. It will become a permanent record of the offender's efforts to elude the police and the efforts of the police to apprehend him. By querying a subject's WALES record, a police officer or prosecutor interested in this subject will be able to ascertain the latest information on a subject and the efforts of the police to find him.

Below is an outline of the proposal to computerize the PD 26:

Description of System Location -- The PD 26 would be located at the last page of the WALES hit. WALES hit information presently includes first the identifiers and description of the subject, next is the information on all warrants presently outstanding on the subject. These sections would follow the PD-26 format (see attached format).

Input -- The two primary sources of fugitivity information is from the detective that obtained the warrant and the SOD Warrant Platoon. To maintain security and to ensure correctness and reliability of the system, there will be only two terminals capable of entering information: One located at Central Records and one at SOD Tactical Branch. The SOD warrant personnel will have their information entered by a designated clerk at their office. The investigations by detectives will be forwarded to Central Records to be entered at that office.

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F-3

Availability of information -- All authorized WALES terminals will have access to the PD 26 information. This will include SOD warrant officers, the detective who obtained the warrant, and any other police personnel interested in service of the warrant or performing related investigations. It will also be available to the US Attorney's Office to be used to aid in papering namely Bail Reform Act cases, and to aid in establishing unreliability of the subject during bond hearings. Also, agencies such as the US Marshal's and the Department of Corrections' warrant squad could be provided access to aid in their attempt to serve their warrants.

Assignment of PD 26 -- A computer query code will be set up for all terminals to extract the daily assignments for the particular unit. The code will be predicated on the warrant order PD 26 assignment flow and the 60-day cycle system. An example of such a code would be: QD26/data/unit QD26/12/18/75/SOT. After entering this code, the computer will print out all warrants due for service to be assigned to SOD Warrant Platoon for that date. It would list name/warrant number/PDID#/warrant issue date. It would also list all PD 26s due to be returned to the system that day plus any overdue warrants (15-day suspense time).

Computer Format (see attached format) -- The first line of the format will include the subject's name, his POID# or other identifier if there is no ID#. As a warrant is entered into the WALES system, the information will be simultaneously entered across the face of the progress area of the format in the line titled "First Warrant." The warrant investigator will complete his investigations and have the clerk record the information, identifying the investigator and clerk at the end of the entry by badge number or similar identifier. When the warrant is served, that information will be simultaneously entered across the face of the progress area of the format. A second warrant is issued, and the process is repeated. The investigator can refer to the previous investigation in performing the second search for the subject.

This proposed system would resolve the problems related at the beginning of this letter and aid in the upgrading of the warrant service system. It would arm the prosecutor with facts about a subject's reliability, which is the only factor considered today by the court when setting bond.

The bulk of the cost of such a proposal is in the creation of the system. If the grant is approved, this cost would be borne by LEAA. Discussions with the personnel at Data Processing indicate that the system could be designed to run at minimal cost once the funding period has ended. Once established, it is felt that a reduction in clerical personnel could be realized and the remaining clerks will be used more efficiently.

It must be pointed out that the warrant system as it is now operating is wasteful. The repetition of investigation, failure to have people remain

in jail, and the relatively low success rate on warrant services if eradicated and an efficient system set up to replace the old, manhour cost versus productivity would be greatly reduced.

James P. Gannon  
Lieutenant  
Tactical Branch

NOTE: The preceding was retyped because the original copy was of poor quality. During retyping, minor grammatical changes were made, as appropriate.

WARRANT PROGRESS RECORD (PD 26)

Defendant's Name	PDID#	other identifier	
location	time date	person contacted	results
first warrant →	WARRANT NUMBER/	ISSUE DATE/	CHARGE
progress of invest. & turn-ups →			
warrant served →	WARRANT NUMBER/	SERVED/	UNIT/ CASE# / date
second warrant →	WARRANT NUMBER/	ISSUE DATE/	CHARGE
progress of invest. & turn-ups →			
warrant removed by court. →	WARRANT NUMBER/	CLEARED/	UNIT/ / DATE

APPENDIX G

Tactical Branch Memorandum  
Patrol Time Evaluation & Individual Productivity

METROPOLITAN POLICE DEPARTMENT  
 Special Operations Division  
 Tactical Branch

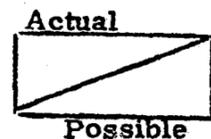
March 15, 1976

TACTICAL BRANCH MEMORANDUM NO. 2, SERIES 1976:

SUBJECT: Patrol Time Evaluation & Individual Productivity

In February of 1975, one year ago, this Branch instituted a project to determine an equitable system of evaluation of individual productivity. The system utilized an assignment of time values for the various categories of police-related work as contained on the PD 346 (Patrol Officers Individual Activity Record). The time values in this initial project were very liberal and in all instances were found to be more than sufficient to cover the activity, and that some of the time values assigned were more than liberal and bordered on being excessive. Even with this very liberal interpretation of the time allowances, some members continually performed unsatisfactorily and never reached even the 50% goal of work activity in relation to on-duty patrol time. I feel that the evaluation period has shown that actual police activity can be measured and evaluated based upon performance. In order to more equitably measure individual performance, the time values assigned in the initial project will be changed and the categories listed on the PD 346 will be interpreted as follows:

On-Duty Hours:

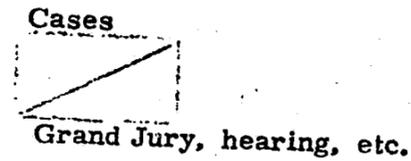


That amount of time that a member was on duty and engaged in patrol activity, minus leave, cto, court, sick, etc., and that amount of possible time that he could have spent.

Detail Time:

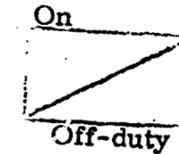
That amount of time spent on details and subtractable from the total possible on-duty hours. As a matter of clarification, these are not details to Casual Clothes, or Prostitution and Perversion, Narcotics or any other unit where the member would be engaged in on-the-street activity. Details that would preclude a member from engaging in all of the activities listed on the PD 346 should be explained on the reverse of the PD 346.

School Crossing Time:



Negate this category as not applicable. Utilize to show the number of felony and misdemeanor cases derived from the felony and misdemeanor arrests. Use also to record Grand Jury cases or additional cases from court hearings.

Court Time:

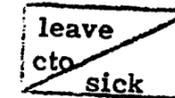


That amount of time spent in court, on and off-duty. Only that amount of court time spent on duty will be subtracted from the total possible on-duty hours.

Clinic Time:

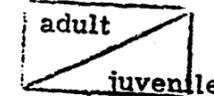
That amount of time spent at the Clinic. Only those times on duty will be subtracted from the total possible on-duty hours.

Sick, Annual, Cto Used:



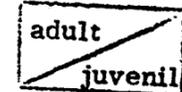
That amount of time relative to the three types of absences that can be subtracted from the total possible on-duty hours.

Arrests - Felony:



Each individual arrested will be valued at four hours. (Note not each case.)

Arrests - Misdemeanors:



Each individual arrested will be valued at two hours. (Note not each case.)

Traffic Arrests:

Each individual traffic arrest will be valued at two hours. As this is an arrest the two hours will encompass the ticket and related paper work.

In the situation where two partners arrest a subject for a felony or misdemeanor, only the officer to whom the case is booked will be credited the four or two hours, whichever is applicable. The other officer will be the assisting officer and will be credited with half the time for the case. This allotment will take care of his time spent assisting with the necessary reports and handling the prisoner. One-half the time will negate the administrative headache that would result with the assisting officer having to account for the time he spent on each report he prepared or time assisting with the prisoner. Assisting officers will indicate on the 346A in the Felony or Misdemeanor category the number of arrests with an

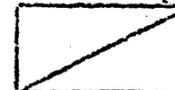
asterisk. To indicate assisting officers in the case of multiple (over one) arrests that partners make, it is expected that they will divide the subjects arrested and each take credit for an arrest. In these cases there would be no need of an assisting officer and therefore no half credit. Traffic Arrests will only be credited to the actual arresting officer.

- TVC Class I:** Each TVC Class I written without an arrest will be credited 10 minutes as stipulated by General Order.
- TVC Class II:** Each TVC Class II will be credited five minutes.
- TVC Warning:** Each TVC Warning will be credited 10 minutes.
- Bank Checks:** Each Bank Check will be credited at five minutes.
- Business Checks:** Each business check will be credited at five minutes and will be taken from the business check form turned in. In the case of partners patrolling together, only one will take credit.
- School Checks:** Each school check will be credited five minutes. The checks referred to here are security checks when the school is closed.
- Vacant House Checks - Lights Out, Signs Reported, Open Doors:** These categories will not be given a time value because they are not applicable to our patrol tactics. If per chance an officer does have occasion to engage in one of these activities he can claim up to five minutes on the reverse 346A listing the activity, number of each, date, district where the activity was noted on the book.
- Stop/Contact Reports - PD 76:** Each Stop or Contact will be credited at 10 minutes for each PD 76 by General Order. If per chance the Stop results in a frisk and PD 253 is prepared as required, the time utilized

**Bicycle Checks - PD 121:**

**WALES Checks:**

Mini-computer



Radio, etc.

**Mini-Computer Checks:**

**WALES Hits:**

**Truancy Reports - PD 379  
Contact Reports:**

**Police Reports:**

should be credited under police reports. If an arrest results the time would be covered under either the felony or misdemeanor categories.

Bicycle checks will be credited at 10 minutes.

Each WALES check will be credited at five minutes. This time will be accounted even when the check results in an arrest or other related activity necessitating reports, etc. It will also be accounted when the check is made in relation to traffic arrests, TVC Class I, Stop/Contact Reports, PD 76, and for bicycle checks.

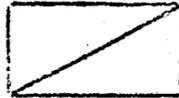
Parking and moving traffic checks utilizing the mini-computer will be evaluated at one minute per check.

List only the number. Credit will be accounted under the various categories that the hit is in relation to; felony, misdemeanor, traffic ticket, etc.

These categories of activity will be credited with 15 minutes for each report. Actual arrests of juveniles will be covered under the felony or misdemeanor or traffic arrest category.

This category will allow a member to report the time spent in preparing reports such as statements, letters, PD 42 & 43's, recovered stolen auto statements, accident reports (where they are involved) and other necessary reports that are not included in the categories of activity that are already credited with time allowances. Explanation should be described on the reverse PD 346A.

**Warrants Served:**



In this category record only the number of warrants (criminal and traffic) served. There will be no time allowance as these warrant arrests are covered in the time allowances for other categories.

**Radio Runs Received:**

This category will be utilized to record self-initiated as well as dispatched runs. Transport vehicles will utilize this category to account for their time spent assisting other units through their transport responsibilities. This category will require the recording of the actual time spent on radio runs that are not associated with categories of work activity that already have time allowances. An example would be a self-initiated response to a Man with a Gun Call that results in a CDW (Felony), credit only four hours, zero time for the run itself.

The first blank space will be utilized to record recovered stolen autos. There will be no time value for each auto recovered. The time spent will be covered under felony arrest if there is an arrest, or under Police Reports if there is only a recovery with no arrest.

The second blank space will indicate the computed total time of all duty-related activity. The bottom line will reflect to percent of duty-related activity.

Special Order 76-13 stipulates: "Each patrol officer shall initiate a separate PD 346A at the beginning of each week. The form shall be retained by the officer for the entire week and it shall be the officer's responsibility to maintain the activity information current by making the necessary daily entries on the form."

At the end of each tour of duty it shall be the Section Sergeant's responsibility to briefly review each officer's PD 346A and initial same in the space provided.

At the end of each week each officer shall be responsible for totaling his or her activities and turning the report in to the Section Sergeant before checking off duty.

The Section Sergeant shall review and retain PD 346A until the officer's activity information is transferred to PD 346 (Patrol Officer's Individual Activity Record).

PD 346 is a permanent record of an officer's patrol activities. The activity information may be logged by month or in six week cycles and is to be used to evaluate an officer's performance in comparison to the performance of other officers having similar assignments.

If PD 346 or 346A reveals that an officer has allowed time to pass with no significant activity being reported, steps shall be taken by the Section Sergeant to insure timely counseling of the officer.

All counseling and discussions with the officer relative to his patrol activities shall be documented on the reverse side of PD 346."

The categories listed are all activities that members are expected to take part in during their duty hours. Each category has its level of importance; some having more importance to the Tactical operation, that this unit engages in, than others. It is not impossible for a member to spend his time issuing TVC's or engaging in bank and business checks and thereby account for all of his duty time in these pursuits. Though these are worthy pursuits, he has neglected the other categories of activity such as arrests, stop/contact reports, WALES checks, 379 and Truancy Reports. Because this unit works high crime times and areas and is dedicated to the prevention of crime and apprehension of criminals, it is expected that those categories that lead to these two goals will take up a major portion of each individual's activity. The fact that an officer assigned to this unit is on the street and on preventive patrol will not be considered as sufficient productivity or activity, nor is the utilization of his time in activities that do not lead to the reduction of crime or arrest of criminals.

During the described evaluation period, we have arrived at certain expected levels of performance that can be considered in direct relation to performance ratings on the PD 62 (Performance Rating for Service or Longevity Step Increases) and more particularly to the categories of Acceptance of Responsibility and Performance of Duty. Over the past year for the four platoons involved, we have arrived at a median average of 57.35% of a member's on-duty time being directly related to police activity. For purposes of ease in computation we will accept 50% as being correlated to mid-effective and competent for the two categories mentioned. Forty-five percent is below average and 40% is marginal and under 35% is to be considered unsatisfactory. On the other side of the median, 60% is high effective and competent, 70% low excellent, 80% high excellent, 90% exceptional and 100% outstanding. These computations would not be all the factors that would be considered in the categories of Acceptance of Responsibility and Performance of Duty, but they should weigh heavily on organizational objectives assigned and the degree of acceptability of the work of the ratee. The Warrant Platoon will be covered under Attachment A.

These stated levels of police-related activity will also serve as a counseling tool for each sergeant having members under his supervision. Effective with the date of this order, each sergeant assigned to this branch will be required to personally counsel each officer under his direct supervision on a monthly basis. The counseling will cover those areas of weakness indicated on the PD 346 and will cover suggested ways that the member could improve his performance or commending the member on his good work. This counseling will cover each of the categories listed on the PD 346, and will particularly concentrate on the activities that are directly related to the unit's prime directives of suppression of crime and arrest of criminals. The fact that a member's activity appears to be effective and competent, by virtue of his numerical rating of 50%, but lacks any arrest or spot check activity would indicate a need for counseling to note these deficiencies.

All counseling will be documented on the reverse of the PD 346 for the member concerned and completed by the 15th of the month after the activity. Each sergeant will then turn the PD 346 over to his respective platoon lieutenant for his perusal and discussion relative to the counseling and suggestions. The lieutenants will initial and date each 346 to indicate their awareness before they are returned for filing.

Each month, the member who has compiled the best average as documented, and the figure is in the exceptional or outstanding category, is free from disciplinary action, and has worked at least 100 hours for the month in question will be given official recognition in his personnel folder and a reserved parking space alongside of this building for the following month.

Bryant A. Hopkins  
Captain, Commanding  
Tactical Branch

Attachment

R-76-133  
G-8

ATTACHMENT A:

The Warrant Platoon will measure the effectiveness of the individual officers by calculating the number of hours spent for each arrest. This figure will be determined by dividing the "on the street" time by the number of arrests made by the individual. Based on prior statistical data the following guide will be used to determine effectiveness

15 hours per arrest or above:	OUTSTANDING
20 to 15 hours per arrest:	EXCELLENT
25 hours per arrest:	AVERAGE
30 to 35 hours per arrest:	POOR
35 hours per arrest or above:	UNACCEPTABLE

This formula is subject to change based on shifts in performance. These statistics will be the primary basis for determining effectiveness, however, the statistics on arrests, cleared warrants, and other areas of activity will be considered in the final evaluation of the officer.

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G-9